

How to Set Up a Local Root Folder and Site Structure

The first thing to do when creating a new website with Macromedia Dreamweaver 8 is to define a site and identify a root folder where you will save all files, images, and other elements for the web pages.

Setting Up a Local Root Folder

1. Create a folder on your computer to serve as the main folder for your website. Give the folder a name that identifies the website. This folder is called the *local root folder*.

Note: When creating a root folder for a site on your computer, it is highly recommended that you place it at the top level of your hard drive. For example, C:\my-site (Windows) or Macintosh HD: my-site (Macintosh).

2. Start Dreamweaver.
3. From the menu bar, select **Site > Manage Sites**.

The Manage Sites dialog box opens.

4. Click **New** and select **Site** from the pop-up menu that appears.

The Site Definition dialog box opens (**Figure 1**). Make sure the Basic tab is selected.

5. Delete the temporary name, *Unnamed Site 1*. Enter a new name for the site and click **Next**.

Leave the URL field blank for now (or enter a URL given by your instructor).

6. Make sure **No, I do not want to use a server technology**, is selected (**Figure 2**), and click **Next**.

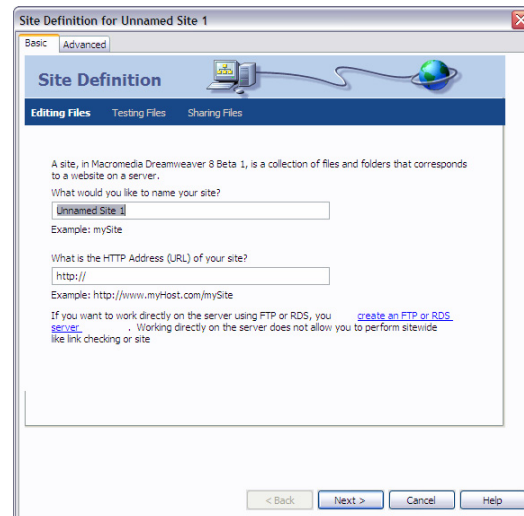


Figure 1 Site Definition dialog box (Basic)

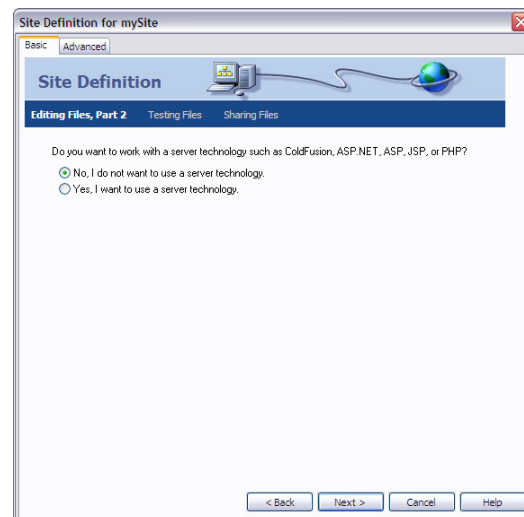


Figure 2 Site Definition dialog box, page 2

7. Make sure **Edit local copies on my machine, then upload to server when ready (recommended)** is selected (**Figure 3**).
8. Click the **Folder** icon to the right of *Where on your computer do you want to store your files?*
The Choose Local Root Folder for Site dialog box opens (**Figure 4**).
9. Locate and select the root folder you created for your site. Click **Open** and then **Select** (Windows), or click **Choose** (Macintosh).
10. Click **Next**.
11. Select **None** in the *How do you connect to your remote server?* pop-up menu (**Figure 5**). Click **Next**.

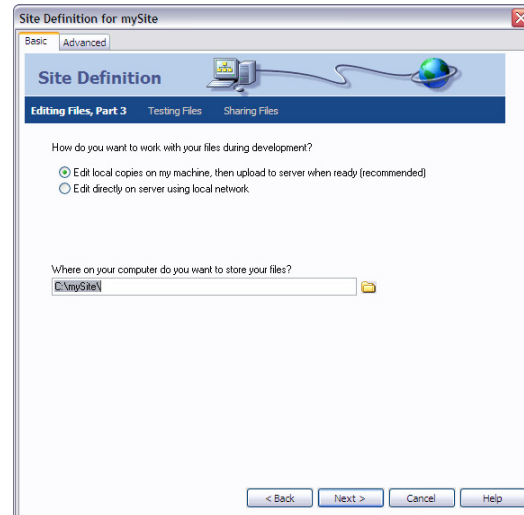


Figure 3 Site Definition dialog box, page 3

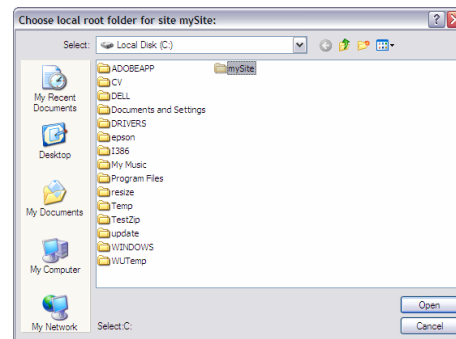


Figure 4 Choose Local Root Folder for Site dialog box

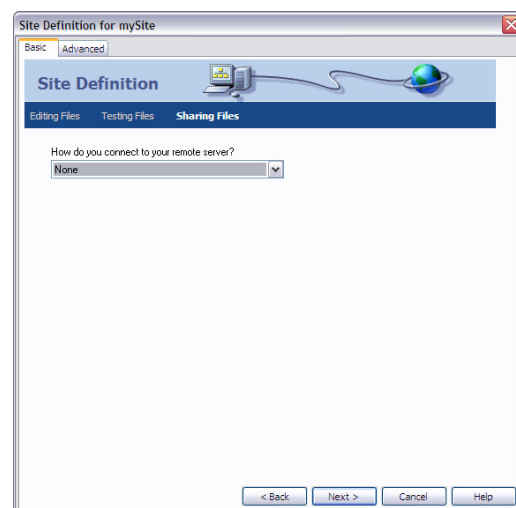


Figure 5 Site Definition dialog box, page 4

You are presented with a summary of your settings (**Figure 6**).

12. Click **Done.**

Your local root folder is defined.

13. Click **Done in the Manage Sites dialog box.**

On the right side of the Dreamweaver window, the Files panel displays the folders and files of your site (**Figure 7**). In Windows, the Files panel is one of the docked panels at the right side of the window. You can leave this panel open as you work. On a Macintosh, the left side of the Site panel shows a map of the site as you create it. If the panel is not docked, you may want to close it.

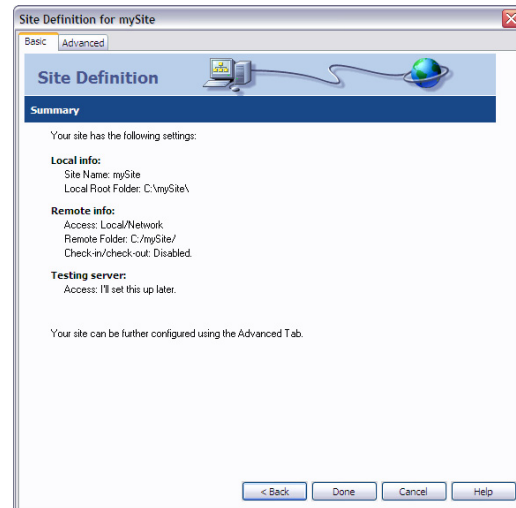


Figure 6 Site Definition dialog box, page 6

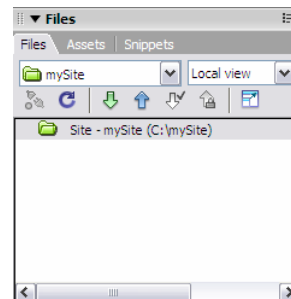


Figure 7 Files panel

Modifying Site Information

You can change settings for your site at any time.

1. Select **Site > Manage Sites from the menu bar.**

The Manage Sites dialog box opens (**Figure 8**).

2. Select the site name and click **Edit.**

The Site Definition dialog box opens.

3. Change any of your original settings as desired.

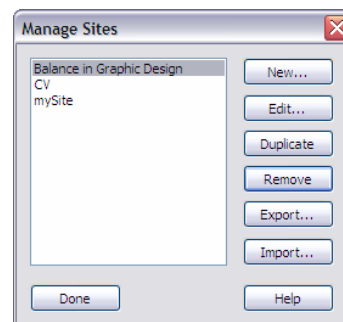
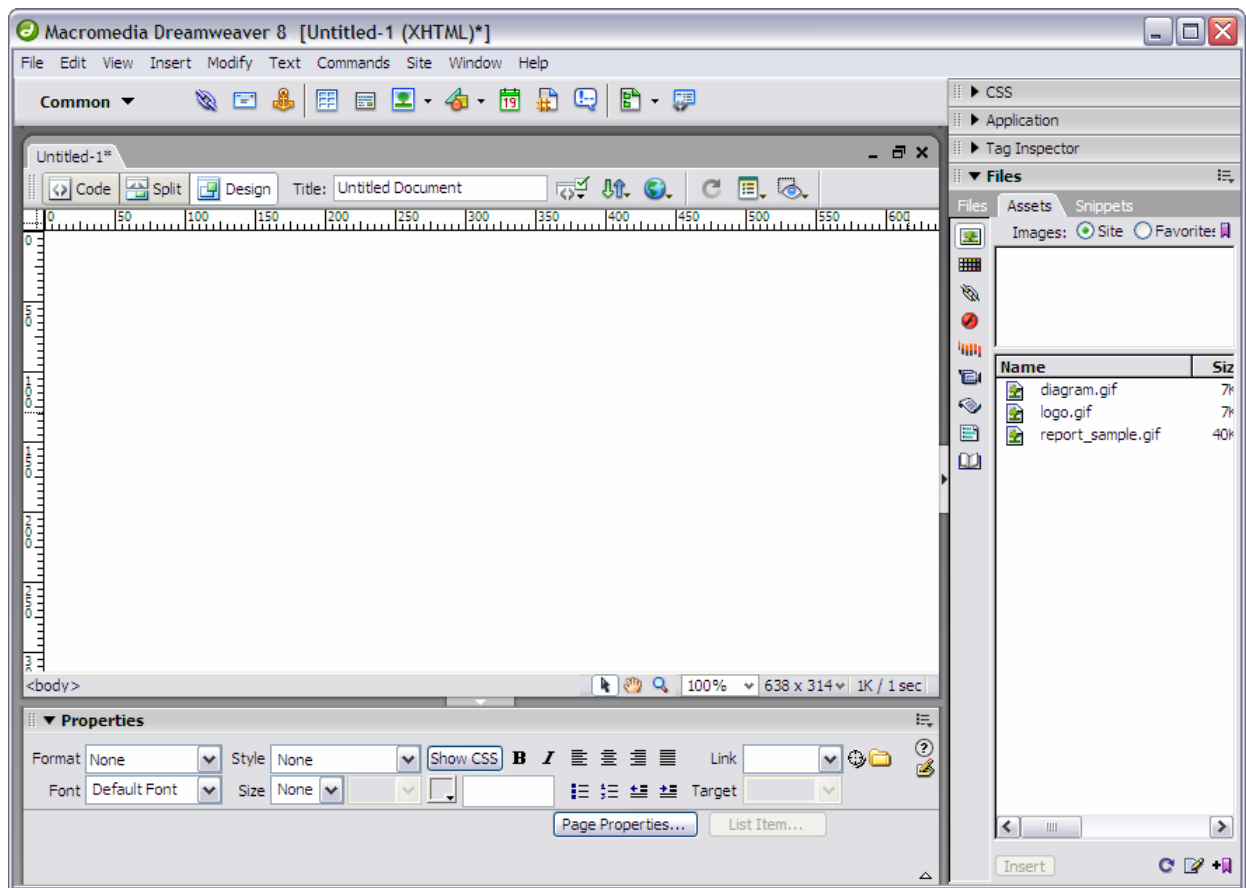


Figure 8 Manage Sites dialog box

The Dreamweaver 8 Interface

Student Name: _____ Date: _____

The most commonly used parts of the Dreamweaver 8 interface are the Document window, the Insert bar, the panels, and the Property inspector. In the figure below, label the Document window, the Insert bar, the panels, and the Property inspector.



Activity 2.1 Worksheet

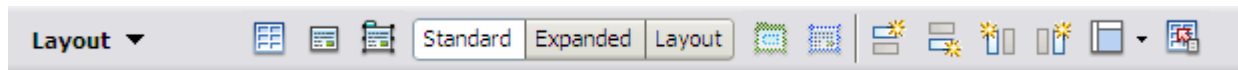
The *Insert bar* contains buttons for inserting various types of objects, such as images and tables, into a document (web page). The Insert bar contains several categories, such as Common and Layout.

The Common category contains buttons for inserting the most commonly used objects.

Identify the buttons on the *Common Insert bar*.

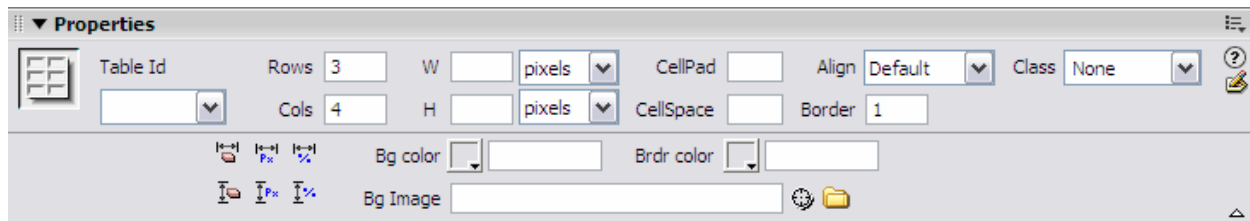


Identify the buttons on the *Layout Insert* bar.



The *Property inspector* enables you to view and change a variety of properties for the currently selected object or text.

Describe the Property inspector.



The Dreamweaver 8 Interface

You can access Macromedia Dreamweaver 8 tools, commands, and features by using menus or by selecting options from one of the Insert bars or from Dreamweaver panels. The most commonly used areas of the Dreamweaver interface (**Figure 1**) are the Document window, the Insert bar, the panels, and the Property inspector.

The *Document window* displays the current document as you create and edit it. The *Insert bar* contains buttons for creating and inserting objects such as images, tables, layers, and frames you might want to add to your web pages. The *Property inspector* displays properties for the selected object or text and lets you modify those properties. The right side of the window, by default, displays *panels* you can expand or collapse as you need them.

One of the most frequently used panels is the *Files panel*. This panel displays the organization of your site and lets you open files for editing, publish files to a server, or delete files.

Another frequently used panel is the *Assets panel*. This panel provides two ways to view site assets. Site assets are elements used in a site, such as images, colors, or movies.

The Assets panel provides two ways to view assets:

- The Site list shows all of the assets in your site.
- The Favorites list shows only the assets you've chosen to include in the Favorites list.

The Document Window and Panels

You can add and manipulate text, images, menus, tables, and other elements in the Document window, and it will display an approximate representation of your web page.

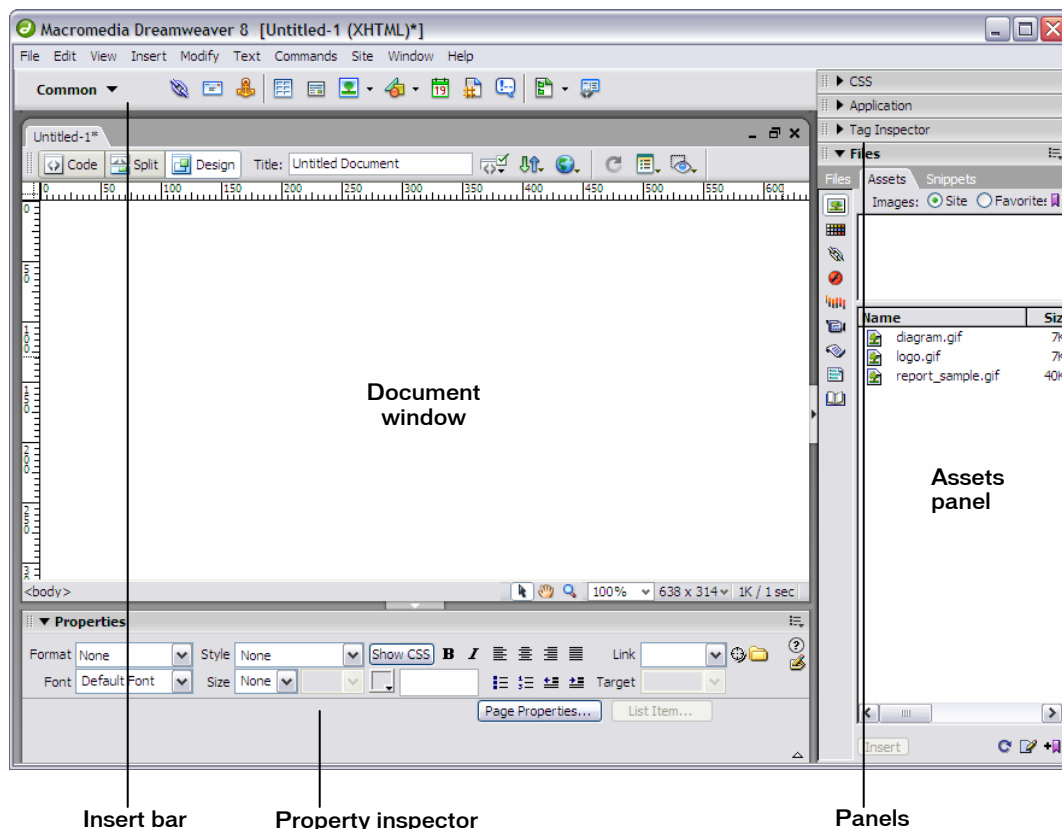


Figure 1 Dreamweaver 8 interface

The Insert Bar

The *Insert bar* contains buttons for inserting various types of objects, such as images and tables, into a document. The Insert bar contains several categories, such as Common and Layout. The *Common Insert bar* (**Figure 2**) contains buttons for inserting the most commonly used objects.

Common Insert bar

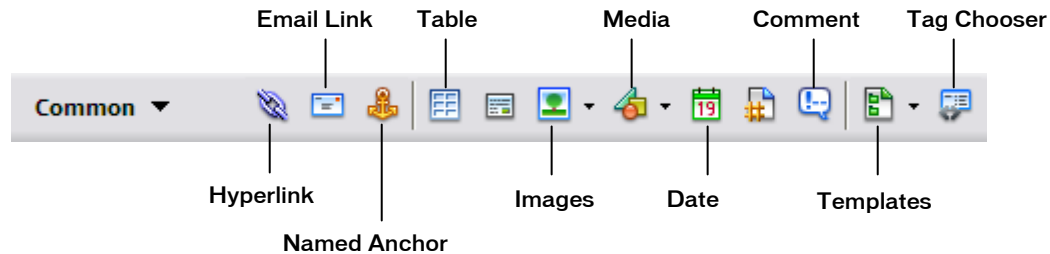


Figure 2 Common Insert bar

Hyperlink: Insert a hypertext link.

Email Link: Insert a link to an e-mail address.

Named Anchor: Insert a link to a specific location on a page.

Table: Insert a table.

Images: Insert an image.

Media: Insert media objects, such as Flash, Shockwave, Applets, and ActiveX.

Date: Insert the current date, with an option for automatic updating when you save the document.

Comment: Insert a comment, which will not be displayed on your web page.

Templates: Make a template based on the current document.

Tag Chooser: Insert an HTML tag.

Layout Insert bar

From the *Layout Insert bar* (**Figure 3**), you can insert tables and choose among three modes. *Standard mode* displays tables as a grid of lines. *Expanded Tables mode* adds cell padding and spacing to tables and increases table borders to make editing easier, and *Layout mode* displays tables as boxes you can draw, drag, and resize.

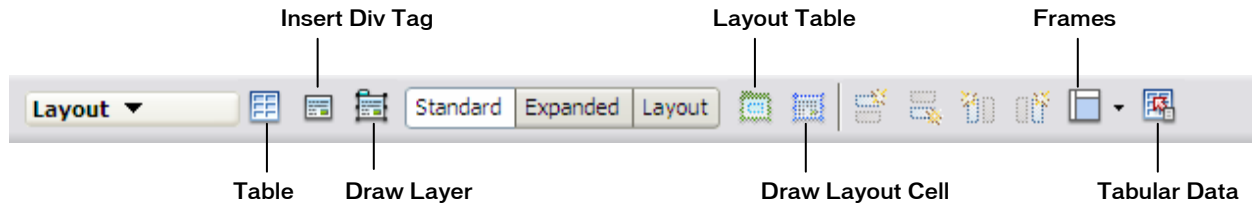


Figure 3 Layout Insert bar

Table: Insert a table.

Insert Div Tag: Insert a div tag to create a content block.

Draw Layer: Insert a layer to hold content at any location on a page.

Layout Table: Draw a whole table with cells to hold information or objects.

Draw Layout Cell: Draw individual cells in a table.

Insert Row Above: Insert a row above the current row in a table.

Insert Row Below: Insert a row below the current row.

Insert Column to the Left: Insert a column to the left of the current column.

Insert Column to the Right: Insert a column to the right of the current column.

Frames: Insert a frame.

Tabular Data: Insert tabular data, such as from a spreadsheet.

The Property Inspector

In the *Property inspector*, you can view and change a variety of properties for the currently selected object or text. Each kind of object has different properties. **Figure 4** shows the Property inspector for a selected table. It displays column and row attributes, cell colors, and border colors. You can change cell padding and cell spacing as well. When you select text, you can alter font, size, color, and alignment in the Property inspector.

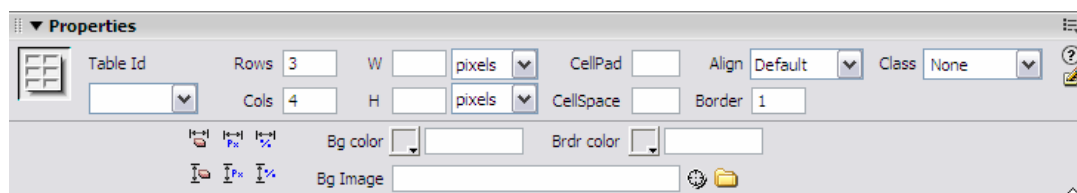


Figure 4 Property inspector

Working with Text and Images

Text and images are the basic elements of almost every website. You add text just as you would in a word processing program, and you add images by inserting them from an existing file.

Adding Text to a Document

Adding and modifying text works much like a word processing program. You add text by using the keyboard or by pasting from another document. You modify text by using the Property inspector. The Property inspector features icons like those found in word processing programs, such as Bold, Italic, Left Alignment, and Right Alignment.

To add and modify text:

1. Open a document in Macromedia Dreamweaver 8.
2. Position the insertion point where you want to add text.
3. Type desired text or paste text copied in another application.

Once you add text, you can change its properties in the text Property inspector (**Figure 1**).

Make sure the Property inspector is open. In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select Window > Properties.

4. Select the text to be modified.
5. In the Property inspector, change the size of the text by using the Size pop-up menu.

You can also apply a paragraph or heading format, apply bold or italic formatting, change text alignment, or change text indentation.

Note: You can apply different formats to separate text elements on a single page.

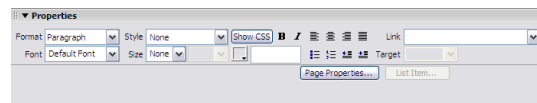


Figure 1 Text Property inspector

Using Font Combinations

In formatting text, a good practice is to assign a font combination instead of a single font. This ensures that most page visitors will view page text the same way.

Font combinations determine how a browser displays text on a web page. A browser uses the first font in the combination that is installed in the visitor's system. If none of the fonts in the combination is installed, the browser displays the text as specified by the visitor's browser preferences. The fonts specified in Dreamweaver's default font combinations are generally available on both Macintosh and Windows computers.

Font combinations are available in the text Property inspector.

To apply a font combination:

1. Select the text to be formatted.

Make sure the Property inspector is open. In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select **Window > Properties**.

2. In the Property inspector, apply a font combination, using the Font pop-up menu (**Figure 2**).

Note: You can apply different font combinations to separate text elements on a single page.

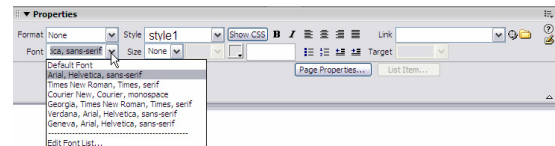


Figure 2 Text Property inspector with font selected

Adding Images

You can insert any image into a web page, as long as it is accessible to Dreamweaver and in a web format. Most images in web pages are either *GIFs* or *JPEGs*.

To add an image:

1. Open a document in Macromedia Dreamweaver 8.
2. Make sure the document is saved in your site's local folder.
3. Position the insertion point where you want to add an image.
4. Select **Insert > Image**.

The Select Image Source dialog box opens (**Figure 3**).

5. Browse to the folder with the desired image.
6. Select the desired image.

A preview of the image appears in the right side of the dialog box.

7. Click **OK**.

If the image is not in your site folder, Dreamweaver asks if you want to copy the file there (**Figure 4**).

8. Click **Yes**.
9. Browse to the folder where you want to copy the file.

The Image Tag Accessibility Attributes dialog box opens (**Figure 5**). This dialog box lets you add a description to the image so that screen readers can interpret it.

10. Enter a brief description. You can also provide a link to a file with a longer description.
11. Click **OK**.

The image is added to your document.

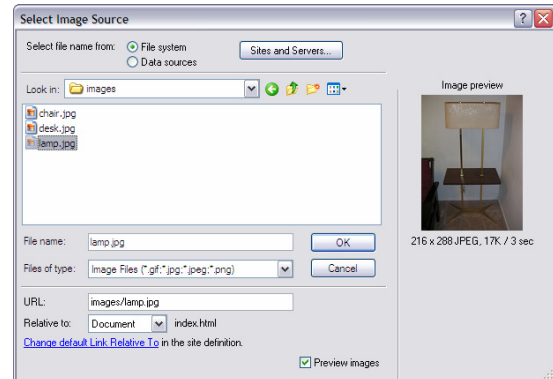


Figure 3 Select image source dialog box

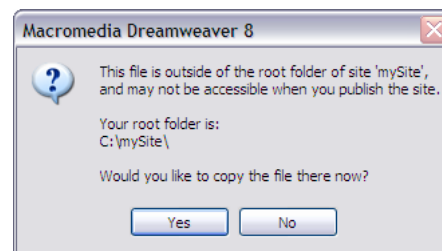


Figure 4 File outside of root folder warning message

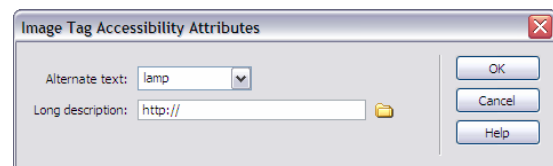


Figure 5 Image Tag Accessibility Attributes dialog box

Resizing Images

You can resize an image by clicking on it and dragging selection handles.

Note: Changing the width or height of your image in Dreamweaver can reduce the image quality. It is better practice to resize an image in an image-edited program such as Macromedia Fireworks 8 before importing it into Dreamweaver.

To resize an image in Dreamweaver:

1. Select the image.

Selection handles appear on the right and bottom edges of the image (**Figure 6**).

2. Do one of the following.

- To resize the image horizontally, drag the selection handle in the right.
- To resize the image vertically, drag the selection handle in the bottom.
- To resize in both directions at the same time, drag the selection handle at the lower right corner. To retain the relative proportion of height and width, hold down Shift as you drag.



Figure 6 Image with selection handles

How to Create a Basic Table

In Macromedia Dreamweaver 8, you can add text and images to table cells the same way you add text and images to a page. After you create a table, you can easily modify both its appearance and its structure.

Inserting a Table on a Page

You can insert a table anywhere on a page, including within another table. You can quickly insert a standard table with three rows and three columns, or you can modify options to insert a custom table.

When you insert a table, a good idea is to set a header property for a row or column if you will use that row or column to provide labels for the information in the table. A header makes the table more accessible to people with visual impairments, because screen readers can recognize that a header contains labels. (Note that you must set a header row or column to provide such accessibility. It is not sufficient to use bold or centered text.)

To insert a table:

1. Open a document in Macromedia Dreamweaver 8.
2. Place the insertion point in your document where you want the table to appear.
3. Select the Layout category on the Insert bar.
Make sure the Standard mode button is selected (**Figure 1**).
4. Click the **Insert Table** button on the Layout Insert bar.
The Table dialog box opens (**Figure 2**).
5. Enter the number of rows and columns.
6. Make changes to any of the options in the dialog box.
For information about the options, click the **Help** button in the dialog box.

Applying a column header or row header in particular can improve the accessibility of a data table. Though not visible on the page, such headers are read by screen readers.

To set a header row or column:

7. Select one of the options in the Header section.
For example, if you create a table that lists a collection of books, with columns labeled *Author*, *Title*, and *Year*, you should set the top row as a header. By default, header rows or columns are bolded and centered (**Figure 3**). Screen readers can now read this header.
8. Click **OK**.
The table appears in your document.

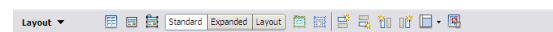


Figure 1 Layout Insert bar with Standard mode selected

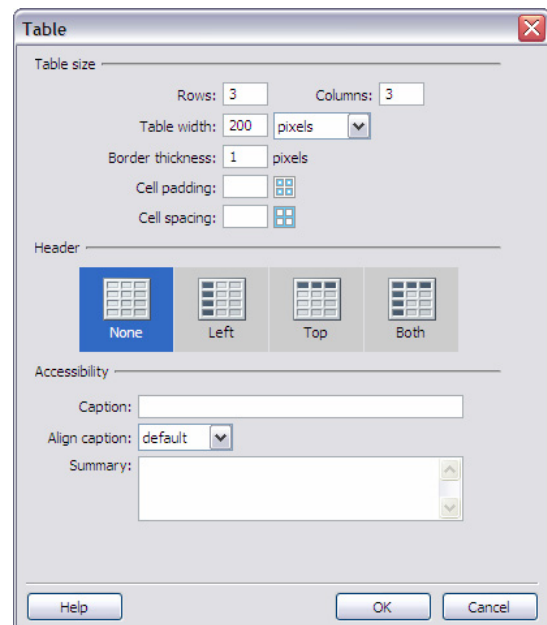


Figure 2 Table dialog box

Author	Title	Year
Ernest Hemingway	The Sun Also Rises	1926
Edith Wharton	The House of Mirth	1905

Figure 3 Table with top row set as header

Selecting Table Elements

You can select an entire table, a row, or a column, or you can select a contiguous block of cells within a table. After you've selected a table or cells, you can modify the appearance of the selection or of the text contained in the selection.

To select an entire table:

Do one of the following:

- Click the upper left corner of the table or click anywhere on the right or bottom edge.
- Click in a table cell, and then select **Modify > Table > Select Table**.

Selection handles appear on the selected table's lower and right edges (**Figure 4**).

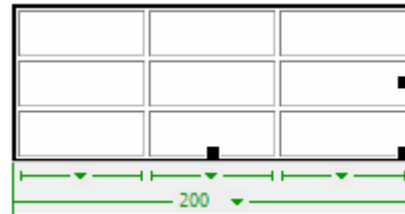


Figure 4 Selection handles on a selected table

To select rows or columns:

1. Position the pointer to point at the left edge of a row or the top edge of a column.
2. When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns (**Figure 5**).

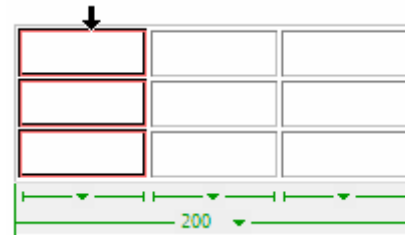


Figure 5 A selected column in a table

To select a single cell:

Do one of the following:

- Click in the cell. Then drag to select the cell.
- Click in the cell. Then select **Edit > Select All**.

Adding Rows and Columns

You can add a single row or column, or you can add multiple rows or columns at the same time.

To add a row:

1. Place the insertion point in a table cell, or select an entire row.
2. Do one of the following:
 - Click the **Insert Row Above** or the **Insert Row Below** button (Figure 6).
 - Select **Insert > Table Objects > Insert Row Above** or **Insert > Table Objects > Insert Row Below**.

A new row appears below the insertion point or the selected row.



Figure 6 Layout Insert bar

To add a column:

1. Place the insertion point in a table cell, or select an entire column.
2. Do one of the following:
 - Click the **Insert Column to the Left** or the **Insert Column to the Right** button (Figure 5).
 - Select **Insert > Table Objects > Insert Column to the Left** or **Insert > Table Objects > Insert Column to the Right**.

Deleting Rows and Columns

You can delete a single row or column, or you can delete multiple rows or columns at the same time.

To delete rows or columns from a table:

1. Select one or more rows or columns.
2. Press **Delete** or **Backspace**.

To remove cell contents, but leave the cells intact:

1. Select one or more cells.
2. Select **Edit > Clear** or press **Delete**.

Note: If you select an entire row or column, and then select **Edit > Clear** or press **Delete**, Dreamweaver removes the entire row or column—not just their contents—from the table.

Resizing Tables, Rows, and Columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table resize proportionately.

To resize a table:

Select the table and do one of the following.

- To resize the table horizontally, drag the selection handle in the right.
- To resize the table vertically, drag the selection handle in the bottom.
- To resize in both dimensions, drag the selection handle at the lower right corner.

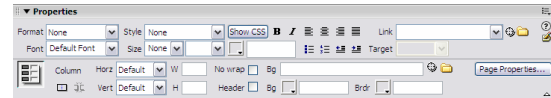


Figure 7 Table Property inspector

To resize a column's width:

Select the column and do one of the following:

- Drag the right border of the column.
- In the Property inspector (**Figure 7**), change the number in the Column Width text box.

To resize a row's height:

Select the row and do one of the following:

- Drag the lower border of the row.
- In the Property inspector (**Figure 7**), change the number in the Row Height text box.

Modifying Table Properties

You can modify the properties of a table, its rows and columns, or its cells by using the Property inspector. Attention to table borders and cell padding in particular can help you create effective table designs.

You can also set a row or column as a header by using the Property inspector. Headers help make tables more accessible.

To modify table properties:

1. Select the table you want to modify.

Make sure the Property inspector is open (**Figure 8**). In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select **Window > Properties**.

2. Make changes to any of the options in the Property inspector (**Figure 8**).

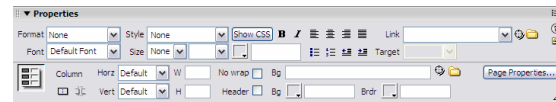


Figure 8 Table Property inspector

To modify table row or column properties:

1. Select the row or column you want to modify.
2. Make changes to any of the options in the Property inspector.

Author	Title	Year
Ernest Hemingway	The Sun Also Rises	1926
Edith Wharton	The House of Mirth	1905

Figure 9 Table with top row set as header

To modify table cell properties:

1. In your document, select the cell or cells you want to modify.
2. Make changes to any of the options in the Property inspector.

To set a row or a column as header:

1. Select a row or column.
2. In the Property inspector, check **Header**.

The words in the row or column will appear centered and bolded (**Figure 9**).

The Dreamweaver 8 Insert Bar

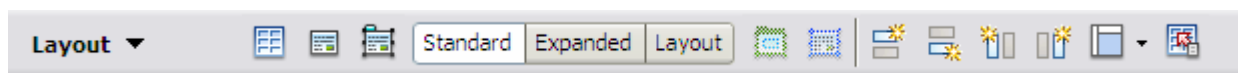
Student Name: _____ Date: _____

The Insert bar contains buttons for inserting various types of objects, such as images and tables, into a document (web page). The Insert bar contains several categories, such as Common and Layout.

Identify the buttons on the Common Insert bar.



Identify the buttons on the Layout Insert bar.



Activity 2.1 Worksheet

Describe the contents of the other categories of the Insert bar.

Forms category: _____

Text category: _____

HTML category: _____

Application category: _____

Text category: _____

Flash elements category: _____

Favorites category: _____

On the Insert bar below, indicate where you can switch back and forth between categories:



How do you switch between “Show as Menu” and “Show as Tabs”? _____

The Dreamweaver 8 Insert Bar

The Insert bar contains buttons for inserting various types of objects, such as images and tables, into a web page.

You can use the Insert bar to create or insert content in eight categories:

- The *Common* category contains buttons for inserting the most commonly used objects, such as links, images, and tables.
- The *Layout* category gives you options to insert tables, div tags, layers, and frames. You can choose among three views of tables: Standard (default), Expanded Tables, and Layout. When you select Layout mode, you can use the Dreamweaver layout tools: Draw Layout Cell and Draw Layout Table.
- The *Forms* category contains buttons for creating forms and inserting form elements.
- The *Text* category is used for working in Code view and enables you to insert a variety of text- and list-formatting tags, such as **b**, **em**, **p**, **h1**, and **ul**.
- The *HTML* category is used for working in Code view and enables you to insert HTML tags for horizontal rules, head content, tables, frames, and scripts.
- The *Application* category lets you insert dynamic elements such as recordsets, repeated regions, and record insertion and update forms.
- The *Flash elements* category lets you insert Macromedia Flash elements.
- Use the *Favorites* category to customize a list of Insert bar buttons for fast access. You can customize this category by right-clicking (Windows) or Control-clicking (Macintosh) the Insert bar.

The Insert Bar Menu

You switch between these categories by using the Insert bar menu, which is located on the left side of the Insert bar (**Figure 1**).

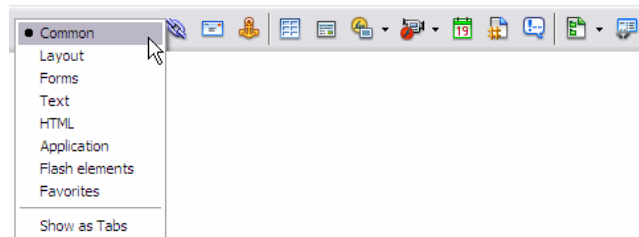


Figure 1 Insert bar menu

You can also view the Insert bar categories as tabs (**Figure 2**).

On the Insert bar menu, select **Show as Tabs** to switch to tabs view.

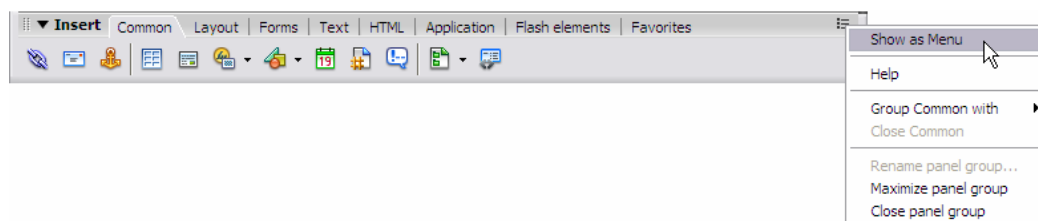


Figure 2 Insert bar in tabs view

To return to menu view, select **Show as Menu** from the context menu on the right side of the Insert bar.

Analyzing Websites

Name: _____

Date: _____

URL: _____

Site Name: _____

Category: _____

Visual Layout

Describe the visual elements on the home page. What caught your eye first?

How does the graphic design (balance, emphasis, color, tone, and so on) communicate the content?

If there are images on the page, do they add value to the content, or are they for decoration and appeal? If they add value, describe how.

Activity 2.2 Worksheet

How quickly did the page draw? Was it worth the wait?

How well does the layout of text help viewers understand the main points of the site content?

Consistency Structures

Are any of the elements repeated on subsequent pages? Are the elements decorative or part of the navigation?

Does the repetition help or hinder the overall purpose of the website?

How consistent is the placement of the navigation scheme?

How consistent is the use of color?

How consistent are fonts and font sizes?

Color Scheme

Does the color scheme add to the purpose or tone of the site?

Activity 2.2 Worksheet

How does the color scheme help or hinder in conveying the purpose of the site?

Content Bias

Can you tell why the site was created?

Can you distinguish facts from opinions?

Is there any bias in the information presented? Is there a hidden purpose?

Content Currency

When was the information first placed on the page?

When was it last revised?

Are there any other indications that this information is current?

Content Source

Who is responsible for this site?

What qualifications or expertise does the author have to write about the topic on this site?

Activity 2.2 Worksheet

Is there a way to verify the legitimacy of the author, such as an e-mail address, phone number, or mailing address?

Who sponsors this site?

Are any other sources cited on this site?

What is the domain extension of the site? What does this extension tell you about the site?

Content Corroboration

What other sites have information on this topic?

Is the information the same?

Are these other sources valid?

Digital Design File List

You may have some or all of these documents:

- Text document with images from the web (Unit 1)
- Web search images (Unit 1)
- Scanned images (originals)
- Text document that contains annotated notes for the scanned images (Unit 1)
- Digital camera photographs (Unit 1)
- Text document that contains annotated notes and photographs (Unit 1)
- Optimized GIF and JPEG images (Unit 1)
- Nameplate (Unit 1)
- Nameplate interview (Unit 1)
- Logo storyboard (Unit 1)
- Logo (Unit 1)
- Logo redesign (Unit 1)
- Page banner storyboard (Unit 1)
- Page banner (Unit 1)
- Page banner redesign (Unit 1)
- Technical test plan document (Unit 2)
- Technical test outcome document (Unit 2)
- Usability test plan document (Unit 2)
- Usability test outcome document (Unit 2)

Other files your class created:

Student Portfolios

The content and purpose of a portfolio can vary widely. Student portfolios typically contain examples of work as well as text descriptions and reflections on each piece. Three types of electronic portfolios showcase work, document progress through a project, or highlight skill growth. Examples of these three types follow.

Showcase Portfolio

A showcase portfolio highlights its owner's expertise by showing examples of best work. A student showcase would include a selection of finished images, designs, and websites. It might also provide a reflection in the piece or document of the process students followed to create it. Following is a sample category outline with associated files:

Image work

- Digital camera photographs
- Optimized images

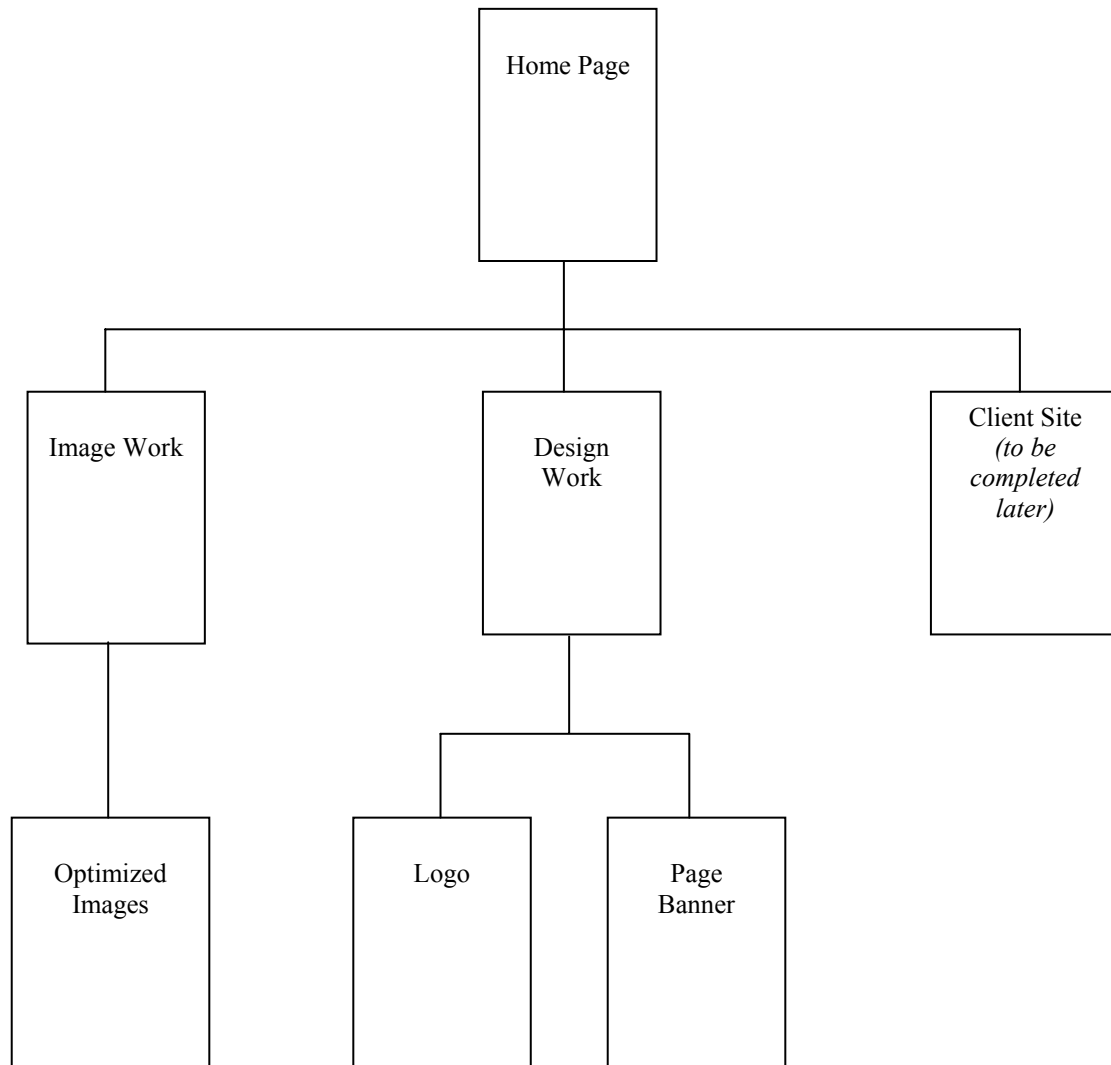
Design work

- Logo
- Page banner

Client website

(To be completed later)

This is a sample flowchart for a showcase portfolio:



Skill Growth Portfolio

A skill growth portfolio shows multiple samples of work in the same project to demonstrate increasing skill. For example, students include several versions of their page banners to show how the design evolved. This portfolio can also include reflection and discussion of redesigns. Following is a sample category outline with associated files:

Design Work

Logo

- Logo (early version)
- Logo (final version)
- Logo self-review

Page banner

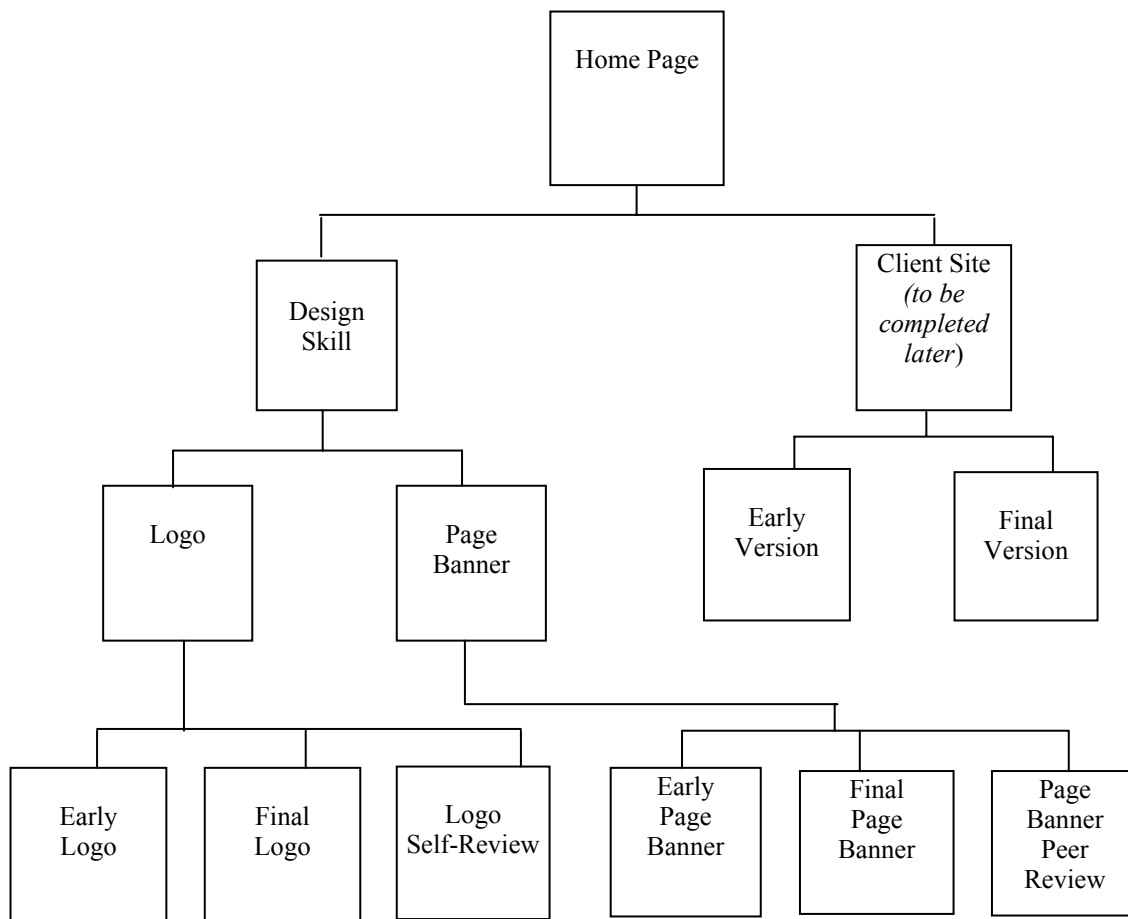
- Page banner (early version)
- Page banner (final version)
- Page banner peer review

Interactive graphic (to be completed later)

Client site (To be completed later)

- Client site (early versions)
- Client site (final version)
- Client site reflections

This is a sample flowchart for a skill growth portfolio:



Project Progress Portfolio

A project progress portfolio contains a more complete selection of work around a particular project. The portfolio reflects the span of work done on a project—showing stages from early ideas to completion. An example would be to show all the work students did while learning Macromedia Fireworks. The portfolio would include sketches and storyboards, early versions, final versions, peer review, and self-review. For this portfolio type, students will need to scan worksheets and other handwritten documents to create electronic versions.

How to Plan a Portfolio

Planning a website by using information architecture is a common practice for professional designers. Designers create a flowchart that shows all the pages in the site and how they connect. The flowchart can also describe the purpose and audience for a site and provide organized lists of content.

Create a flowchart for your portfolio that shows the organization and content of your work in this course. Include the following:

1. Describe the purpose of the portfolio.
2. Include a list of assets in the portfolio, and organize files and projects into categories.
3. Using the category outline as a guide, draw a flowchart for your electronic portfolio.

Naming Conventions

How you name your files is important. Good file and folder names make developing your site easier (especially when you work with other people). They also help site visitors find your files. If you're working with other people, it's a good idea to discuss how you will name your files.

The following tips apply to all files used on the web—HTML files, image files, Flash movies, and so on.

Tip	Reason	Example
Give files unique, meaningful names.	Because you cannot put two files with the same name in one folder, all filenames need to be different. Use filenames that indicate the contents of the files.	<i>feedback_button.gif</i> instead of <i>button3.gif</i> <i>class-pet.jpg</i> instead of <i>roo-roo.jpg</i>
Use meaningful folder names.	Folders help you organize content. If their names are not meaningful, they will be less helpful.	<i>images</i> instead of <i>folder_2</i>
Use lowercase letters instead of uppercase (capital) letters.	Using a mix of uppercase and lowercase letters increases the possibility of broken links, because some web servers differentiate between upper and lowercase.	<i>class_home.htm</i> instead of <i>Class_Picture.htm</i>
Use file extensions (<i>.htm</i> , <i>.gif</i> , <i>.jpg</i>) consistently. Although you can use either <i>.htm</i> or <i>.html</i> , you should be consistent about using one or the other.	Using a mix of file extensions also increases the possibility of broken links.	<i>index.htm</i> and <i>directions.htm</i> instead of <i>index.html</i> and <i>directions.htm</i>
If you're working on a Macintosh, make sure you always include a file extension.	Although Windows requires file extensions, Macintosh does not. Web browsers need file extensions in order to display files.	<i>index.htm</i> instead of <i>index</i>
Use a hyphen (-) or an underscore (_) instead of a space.	Some web browsers do not recognize spaces.	<i>my-dog.gif</i> or <i>my_dog.gif</i> instead of <i>my dog.gif</i>
Use letters and numbers.	Many special symbols aren't recognized by web browsers.	<i>my2friends.gif</i> instead of <i>me&friends.gif</i>
Keep filenames as short as possible.	Not only does this help prevent broken links, but some web servers will cut off names at 25 characters.	<i>park_directions.htm</i> instead of <i>directions_to_the_fourth_street_park_plus_a_map.htm</i>

File Management Folders

Name: _____ Date: _____

Fold Here

File Management

Name: _____ Date: _____

Part I. As you create a file management strategy, describe the method you use by answering the following questions:

Questions	File Management Notes
How are you categorizing the files?	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
How does your file organization help you find particular files?	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
How easy to understand are your file and folder names?	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Activity 2.4 Worksheet

Part II. Write the name of the file you are searching for, its content, and the location in which you found it. Then answer the questions that follow.

Example:

Filename: carrot.gif

File content: science

File location: john_doe/science/images/carrot.gif

Filename: _____

Filename: _____

File content: _____

File content: _____

File location: _____

File location: _____

Was it difficult to find this file? Why or why not?

Was it difficult to find this file? Why or why not?

Was the file located in a folder you expected? If not, where did you expect the file to be located?

Was the file located in a folder you expected? If not, where did you expect the file to be located?

Did the names of the folders and files make sense to you? Why or why not?

Did the names of the folders and files make sense to you? Why or why not?

Planning a Home Page

The home page storyboard includes a design layout (graphics, text, and site navigation scheme) to make creating the home page easier. Use the following guidelines to help you create the storyboard of your home page on paper.

Graphics

Draw rectangles on the page to indicate the size and placement of graphics. Label these rectangles with the filenames of the graphics they represent.

- What graphics will you include on the home page?
- Where will you place the graphics on the page?

Text

Draw rectangles on the page to indicate the text placement. Label these rectangles with content descriptions.

- What text will you include on the home page?
- Where will you place text on the page?

Navigation

Draw a rectangle to indicate the placement of the links to other pages. Label this rectangle with the names of the other pages. (You will build graphical buttons for these links later in this course.)

- According to your flowchart, the home page directly links to what pages (what are the menu items)?
- Where will you place these links on your home page?

Color

Indicate the background and text colors on your storyboard.

How to Lay Out a Web Page with Layers

You can use Dreamweaver's table design features to create a simple page layout. However, a more powerful technique is to use layers, which are based on Cascading Style Sheets (CSS). A *layer* is a rectangular HTML element that you can position anywhere on a page. Layers can contain text, images, or any other content you can ordinarily place in the body of an HTML document.

Many designers prefer CSS-based layouts because CSS gives greater control over the positioning of elements, reduces the amount of code you need, and enables you to format layout blocks with margins, borders, and colors. In addition, people using screen readers to view web pages have a much easier time browsing pages built with CSS because the code is simpler and shorter.

Create a New Page

1. Start Macromedia Dreamweaver 8.
2. Make sure the Files panel is visible (**Figure 1**). In Windows, it is docked at the right side of the screen. If the Files panel is not open, select **Window > Files**.
3. Make sure your portfolio site is selected. If it is not, click the site pop-up menu and select your portfolio site.
4. Select **File > New**.

The New Document dialog box opens (**Figure 2**).

5. Under Basic page, click **HTML**.
 6. Click **Create**.
- A new untitled HTML document opens.
7. To save the untitled document as your home page, select **File > Save As**.
- The Save As dialog box opens to the root folder of your portfolio site automatically.
8. Name the new page **index.html** and click **Save**.

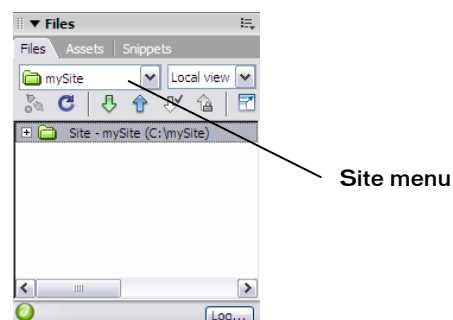


Figure 1 Files panel

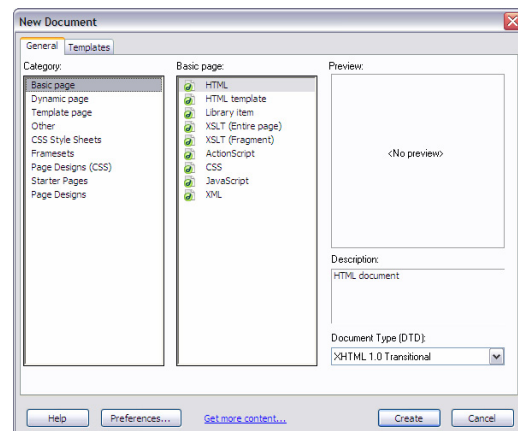


Figure 2 The New Document dialog box

The new file, `index.html`, is added to the root folder in the Files panel (**Figure 3**).

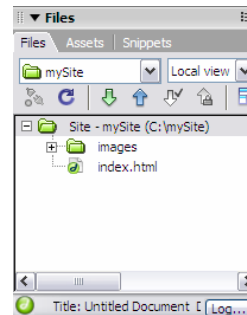
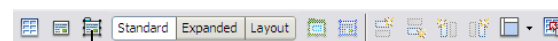


Figure 3 Files panel showing `index.html`

Insert a Layer

1. Select the **Layout** category on the Insert bar.
Make sure the Standard mode button is selected (**Figure 4**).
2. Click the **Draw Layer** button (**Figure 4**).
The mouse pointer changes to a cross when you move it over the page.
3. Select one of the page areas on your storyboard. Drag a layer in the Dreamweaver document that matches the page area's size on your storyboard, and release the mouse button.
Make sure not to click on the page again. You want to leave the new layer selected (**Figure 5**).
4. Make sure the Property inspector is open (**Figure 1**). In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select **Window > Properties**.
5. In the Layer ID box, enter a name for the layer.
Choose a name that will help you remember the layer's contents, such as *header* or *navigation*.
6. Click the **Bg color** box and select a color in the color picker.
The layer changes to the selected color.
7. Open the Layers panel (**Window > Layers**).
You'll see that Dreamweaver has added the new layer to the list of layers.
8. Click once outside the new layer to deselect it.
A thin black line appears around the layer. This line does not appear in a browser. If you do not see the line, select **View > Visual Aids > Layer Outlines**.
9. Continue adding layers for all the sections on your storyboard. You can locate layers directly alongside one another (**Figure 7**).



Draw Layer button

Figure 4 Insert bar, Layout category

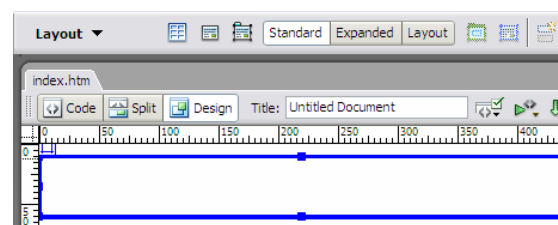


Figure 5 Layer inserted and selected

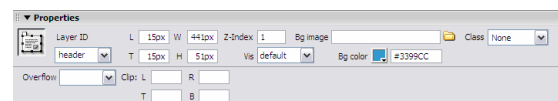
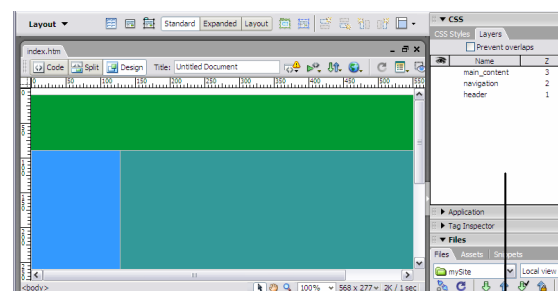


Figure 6 Layer Property inspector



Layers panel

Figure 7 Multiple layers on page

10. Save your page.

Resize Layers

You can resize an individual layer or simultaneously resize multiple layers to make them the same width and height.

Note: If the Prevent Overlaps option is checked in the Layers panel, you will not be able to resize a layer so it overlaps with another layer.

1. Select a layer by clicking on its border or by clicking the layer's name in the Layers panel.
2. Do one of the following to resize the layer:
 - To resize by dragging, drag any of the layer's resize handles (**Figure 7**).
 - To resize one pixel at a time, hold down **Control** (Windows) or **Option** (Macintosh) while pressing an arrow key.

Note: The arrow keys move the right and bottom borders of the layer; you can't resize the top and left borders with this technique.

- In the Property inspector, type values for **width (W)** and **height (H)**.

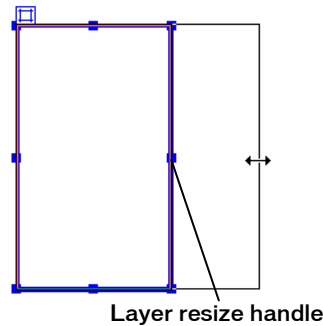


Figure 8 Resize by dragging

Move Layers

You can move layers in Design view in much the same way you move objects in most basic graphics applications.

To move one or more selected layers:

1. Select one or more layers.
2. Do one of the following:
 - To move by dragging, drag the layer's selection handle.
 - To move one pixel at a time, use the arrow keys.

Note: If the Prevent Overlaps option is checked in the Layers panel, you will not be able to move a layer so that it overlaps another layer.

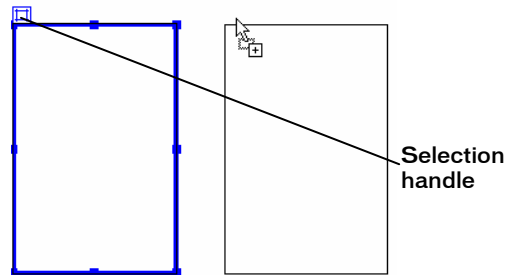


Figure 9 Moving a layer

Add Content to Layers

You can images, text, and other content (such as Flash movies) to your layers just as you would elsewhere in a web page.

1. To insert an image in a layer, click in the layer and select **Insert > Image** on the menu bar.

Note: Make sure the layer is sized large enough to hold the image or other content. If the layer is sized smaller than the image, the layer may not display correctly in all browsers.
2. In the Select Image Source dialog box, locate and select an image to insert (such as your page banner). Then click **OK** (Windows) or **Choose** (Macintosh).

The image appears on the layer (Figure 10).

3. To format the image on the layer, select the image and select formatting elements in the Property inspector.
4. To add text to a layer, click in the layer and type text or paste text copied from another document.
5. To format text, select the text and select formatting elements in the Property inspector, such as font, alignment, and size of the text.

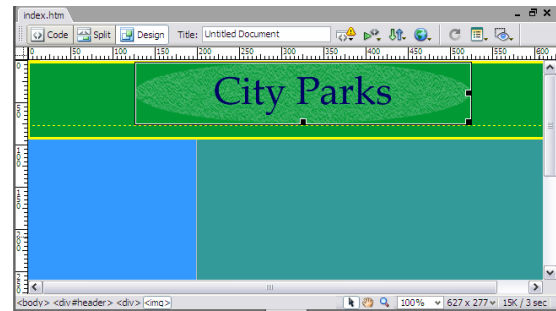


Figure 10 Layer with image added

Preview a Page

To preview the page in a browser (Figure 12), select **File > Preview in Browser** and then select a browser from the submenu (or press **F12**).

Note: It is important to preview in a browser to make sure your design fits in a standard browser window. Try resizing the browser window to see the effect on your page.

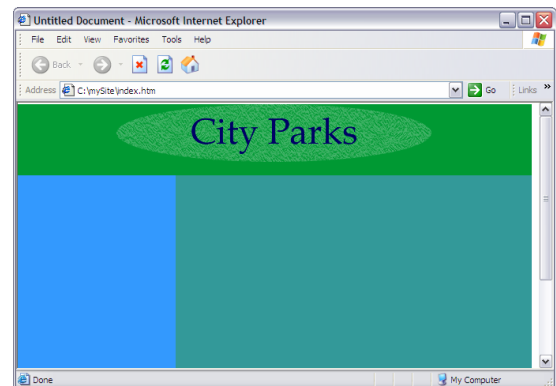


Figure 12 Web page in browser

Creating Consistent Content Pages

Content pages link from the electronic portfolio's home page. Using the ideas from the class discussion, determine the consistent elements of your content pages and plan your navigation bar. Create a checklist of items that will appear on each page by answering the following questions. Then draw a general layout of a content page, drawing and labeling the elements that will appear on all content pages.

Organizing Content

How you organize content on a page highlights important features and elements of your site. Important elements might be higher in the page, larger in size, or in stronger colors. Include rough descriptions of navigation, copy layout, graphic allocation, key headers, and other elements that appear on a screen. Identifying common structures between pages helps visitors understand they are in the same site as they navigate from page to page.

- Will your page banner be on each page? If yes, is it in the same place? Is it the same size?
- What font will you use for titles or headings on your content pages?
- What color will you use for titles or headings on your content pages?
- What font will you use for descriptions on your content pages?
- What color will you use for descriptions?

Navigation

For visitors of your website to understand the content, you must provide clear navigation. Visitors need to know where they are in a site, where they need to go, and how to get back to where they came from. Having a consistent layout grid helps orient visitors and keeps them from feeling lost. Using consistent buttons, links, and graphics on each page maintains a sense of place. As visitors move from page to page, provide familiar visual cues and navigational aids.

Here are some questions to answer:

- Where will you place the navigation bar on the page?
- What content will be on the navigation bar?
- Will the navigation bar be on every page?
- How will your navigation bar help visitors know which page they are on?

How to Set Document Properties

You can use the Page Properties dialog box to set page layout and formatting properties, such as a default font family, font size, font color, and background color.

Set Document Properties

1. Open a document in Dreamweaver 8.
2. Select **Modify > Page Properties**.

The Page Properties dialog box opens (**Figure 1**).

Change the default font for a page

1. Select a font in the Page font pop-up menu.
2. Select a font size in the Size pop-up menu.

Any unformatted text will appear in the selected font and font size.

Change the default text color for a page

1. Click the **Text color** box.
2. Select a color in the color picker (**Figure 2**).

Change the background color of a page

1. Click the **Background color** box.
 2. Select a color in the color picker (**Figure 3**).
- For information about other options in the Page Properties dialog box, click Help.
3. Click **OK** to close the Page Properties dialog box.

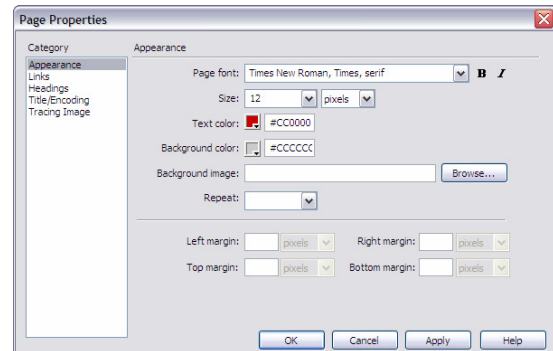


Figure 1 Page Properties dialog box

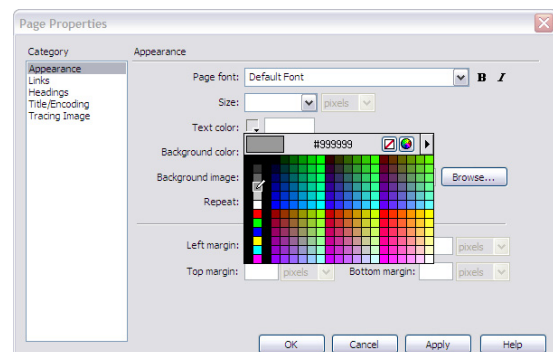


Figure 2 Text color picker

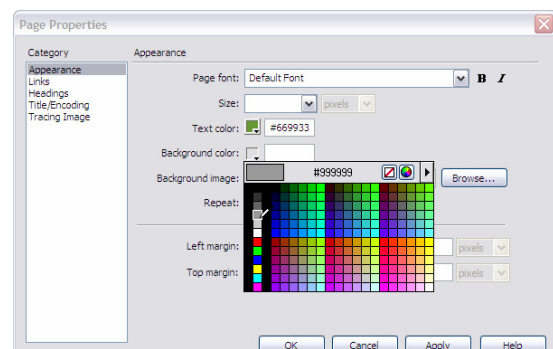


Figure 3 Background color picker

How to Create Lists

You can create numbered lists and bulleted lists from existing text or from new text as you type in the Document window. Numbered lists are also called *ordered lists*. Bulleted lists are also called *unordered lists*.

Creating Numbered Lists

You can use numbered lists (**Figure 1**) to organize information that needs to be in order. You can apply numbering as you create the list, or you can add numbering to an existing list.

To create a numbered list:

1. Place the insertion point in your document where you want to add the list, and then click the **Ordered List** button in the Property inspector (**Figure 2**).
2. Type the first list item.
3. Press **Enter** (Windows) or **Return** (Macintosh) at the end of each list item to type another item.
4. When you finish typing the list, press **Enter** (Windows) or **Return** (Macintosh) twice to turn off the list function.

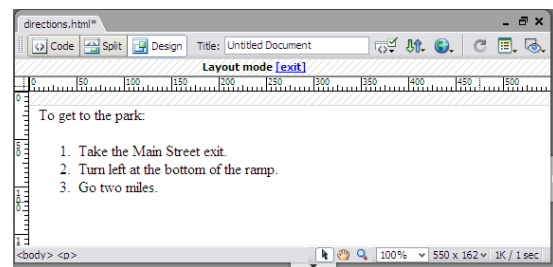


Figure 1 A numbered list

To create a numbered list from existing text:

1. Select multiple lines of existing text.
2. Click the **Ordered List** button in the Property inspector (**Figure 2**).



Figure 2 List buttons in the Property inspector

Creating Bulleted Lists

Use bulleted lists (**Figure 3**) to organize information that does not need to be in order. You can apply bullets as you create the list, or you can add bullets to an existing list.

To create a bulleted list:

1. Place the insertion point in your document where you want to add the list, and then click the **Unordered List** button in the Property inspector (**Figure 2**).
2. Type the first list item.
3. Press **Enter** (Windows) or **Return** (Macintosh) at the end of each list item to type another item.
4. When you finish typing the list, press **Enter** (Windows) or **Return** (Macintosh) twice to turn off the list function.

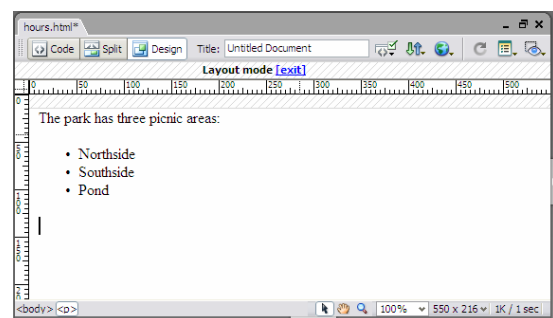


Figure 3 A bulleted list

To create a bulleted list from existing text:

1. Select multiple lines of existing text.
2. Click the **Unordered List** button in the Property inspector (**Figure 2**).

How to Add Text from Another Document

Copy Text from Another Document

1. Open the document from which you want to copy text.
2. Select the text and select **Edit > Copy**.
3. Start Dreamweaver 8.
4. Open the Dreamweaver document in which you want to paste the text.
5. Position the insertion point in the page where you want to paste the copied text.
6. Select **Edit > Paste**.

The new text appears in the Dreamweaver document.

Note: Copied text may lose some of its original formatting, including line breaks and paragraph breaks. To insert a blank line after a section of text, position the insertion point at the end of the last text line and press Enter (Windows) or Return (Macintosh). To create a line break at the insertion point, press Shift-Enter (Windows) or Shift-Return (Macintosh).

7. To change the format of any new text in the document, select the text and set options in the Property inspector.

Import Word HTML

HTML pages created in Microsoft Word have elements that need to be cleaned up before you can work with these pages in Dreamweaver.

1. Select **File > Open**.
- The Open dialog box opens.
2. Navigate to and select the HTML file you want to open, and click **Open**.

The Word HTML file is opened in Dreamweaver.

3. Select **Commands > Clean Up Word HTML**.
- The Clean Up Word HTML dialog box opens (**Figure 1**).

4. Click **OK**.

You are presented with a summary of the cleanup process.

5. Click **OK**.

Use the Property inspector to edit the text as necessary.

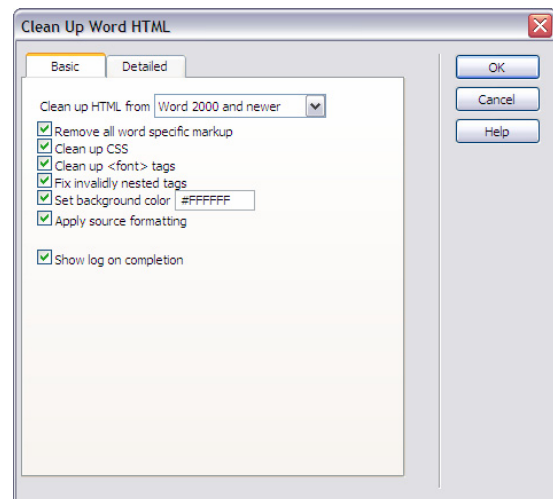


Figure 1 Clean Up Word HTML dialog box

How to Import Spreadsheet Tables

You can import a spreadsheet table created in a program such as Microsoft Excel into your Macromedia Dreamweaver 8 page. Save the spreadsheet file in tab-delimited (txt) or comma-separated-values format (csv). These tables are a quick way for setting up the layout for a catalog or directory of information.

Save the Spreadsheet in TXT or CSV Format

1. Open the spreadsheet file in the program in which you created it, such as Microsoft Excel.
2. Select **File > Save As**.
3. For the file format, select either **Text (Tab delimited)** or **CSV (Comma delimited)** from the Save as type (Windows) or Format (Macintosh) pop-up menu to save the spreadsheet as a data file.
4. Save and close the spreadsheet program.

Insert the Spreadsheet into a Dreamweaver Document

1. Start Dreamweaver and open the document into which you want to insert the spreadsheet table.
2. Select the **Layout** category on the Insert bar and click the **Tabular Data** button (**Figure 1**).

The Import Tabular Data dialog box opens (**Figure 2**).

3. In the dialog box, click **Browse** and select the spreadsheet file. Click **Open**.
4. On the Delimiter pop-up menu (**Figure 3**), select **Tab** if you saved the spreadsheet file in tab-delimited format or select **Comma** if you saved the file in CSV format.
5. Click **OK** to close the Insert Tabular Data dialog box.



Figure 1 Tabular Data button on Insert bar

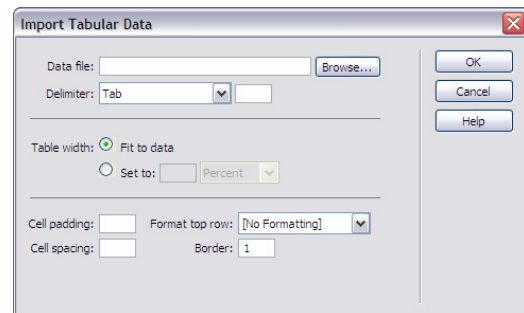


Figure 2 Import Tabular Data dialog box

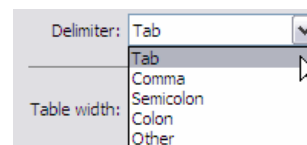


Figure 3 Delimiter pop-up menu

Format a Data Table

1. To format the imported table, select the table in the Dreamweaver document (**Figure 4**) and use the Property inspector to set formatting options, or select either **Format Table** or **Sort Table** from the Commands menu.

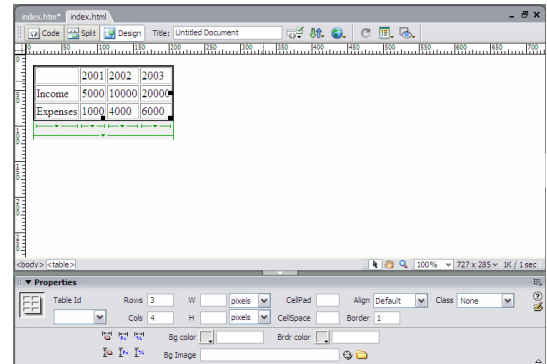


Figure 4 Table selected

How to Create Links

There are several different types of links in Macromedia Dreamweaver 8:

- *Internal link* (document-relative pathname link or site-root-relative pathname link) goes to another page in your site.
- *External link* (absolute pathname link) goes to another site.
- *Named Anchor link* goes to a specific position on a page in your site.
- *E-mail link* opens a blank e-mail message window instead of linking to a page.

Creating an Internal Link

1. Select an image, a word, or a phrase of text you want to format as a link.

Make sure the Property inspector is open (**Figure 1**). In Windows, it is docked at the bottom of the screen. If the Property inspector is not open, select **Window > Properties**.

2. Beside the Link text box in the Property inspector (**Figure 1**), click the **Browse for File** (file folder) icon.

The Select File dialog box opens (**Figure 2**).

Note: If you have the Files panel open, you can also click the Point to File icon beside the Link text box and then click and drag to draw a link line to the target file in the Files panel. The name of the file you point to will be added to the Link text box automatically.

3. Browse to the file you want to link and click on it.
4. Click **OK**.

The Select File dialog box closes. The filename appears in the Property inspector.

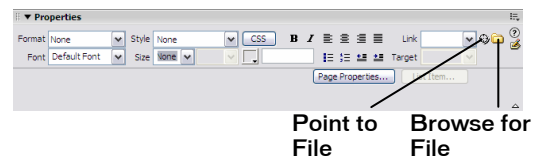


Figure 1 Text Property inspector

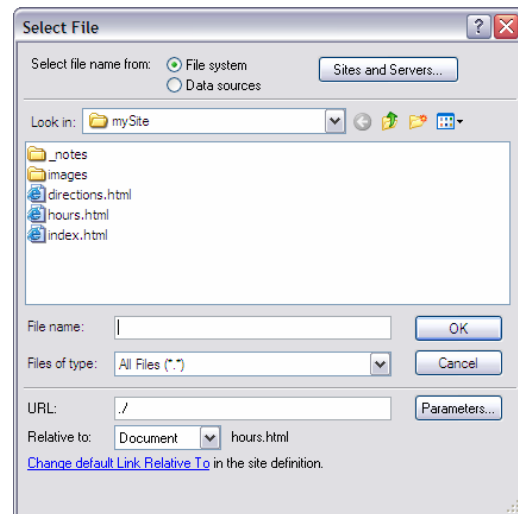


Figure 2 Select File dialog box

Creating an External Link

1. Select an image or text you want to format as a link.
2. In the Link text box in the Property inspector, type or paste the address (URL) of the site to which you want to link (**Figure 3**).

Remember to include "http://" in the address.

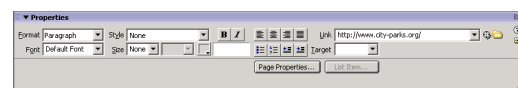


Figure 3 URL in Link text box

Creating a Link to a Named Anchor

To link to a specific location on a web page, first create a named anchor at that location, and then link to the named anchor.

1. Position the insertion point at the location on the page where you want to define an anchor.
2. Select **Insert > Named Anchor**.
The Named Anchor dialog box opens (**Figure 4**).
3. Enter a short anchor name without any spaces.
4. Click **OK**.
5. Select an image or text to link to the named anchor.
6. In the Link text box in the Property inspector, type “#” and then type or paste the anchor name.

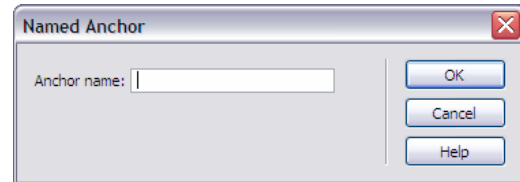


Figure 4 Named Anchor dialog box

Creating a Link to an E-mail Address

You can add a link to an e-mail address. When visitors click the link, their default mail applications will launch.

1. Click in the document where you want the link to appear, or select the text or image you want to format as the e-mail link.
2. Do one of the following to insert the link:
 - Select **Insert > Email Link**.
 - In the Common category of the Insert bar, click the **Insert Email Link** button.

The Email Link dialog box opens (**Figure 5**).

3. In the Text box, enter text for the link.
If you selected text to format as the link, that text appears in the Text box.
4. In the E-Mail text box, type the e-mail address.
5. Click **OK** to close the Email Link dialog box.



Figure 5 Email link dialog box

Usability

Student Name: _____ Date: _____

URL: _____

Site Name: _____

What types of navigation elements are used: buttons, hyperlinks, images, something else? One type or several?
Describe each type of navigation element.

As you navigate, how many clicks does it generally take to get to information you are seeking?

As you navigate, do you get to the information you are expecting?

Activity 2.9 Worksheet

Is the site structure apparent?

How long does it take for pages to load?

Is the text readable? Is the text uniquely styled? If so, does the styling add value to the purpose?

What are the elements of the visual layout? How do these elements make it easier or more difficult for visitors?

Are there clear titles, headings, or other visual elements that specifically help organize the information?

Accessibility

Student Name: _____ Date: _____

URL: _____

Site Name: _____

Do the images have alternative text (Alt tags) so screen readers can read the description?

Are all the links, including embedded links, labeled so they can stand alone?

Do data tables have header rows or header columns?

Activity 2.9 Worksheet

Are there clear titles and headings that help organize the information for someone using a screen reader?

Is the navigation scheme positioned conveniently for someone using a screen reader?

Is color the only element used to convey emphasis?

How to Create Buttons and Navigation Bars

Macromedia Fireworks 8 enables you to design the look and functionality of buttons, including links and rollover features. After you export these buttons from Fireworks, you can import them into Macromedia Dreamweaver 8.

Build a Button

1. Start Fireworks. Create a new document. Type *200* pixels for Width and *200* pixels for Height. Type *72* pixels/inch for Resolution.

Note: At the end of this exercise, you will trim the canvas to fit the button. 96 dpi is the highest resolution that most monitors can display.

2. Save the document in the **images** folder of your Dreamweaver website.
3. Select **Edit > Insert > New Button**.

The Button Editor opens (**Figure 1**).

Buttons contain four states:

- • *Up* (button untouched)
- • *Over* (pointer over button)
- • *Down* (button being clicked)
- • *Over While Down* (pointer over while button held down)

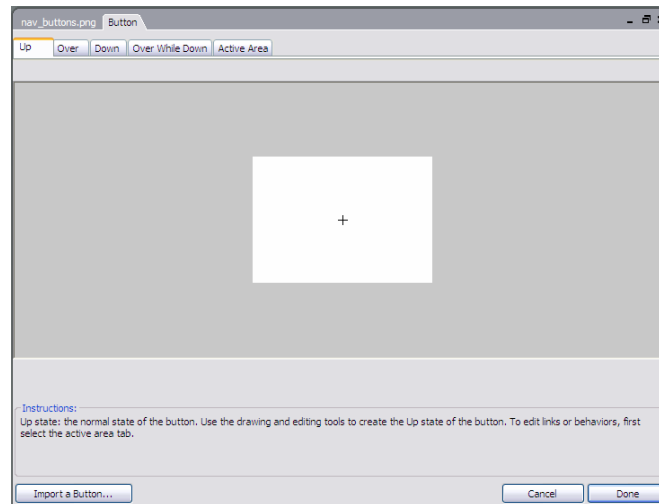


Figure 1 Button Editor with Up state

4. Use the **Rectangle** tool or the **Ellipse** tool from the Tools panel to draw a shape for the Up state. Make the dimensions of the shape fit the size of your navigation bar.
5. To add depth to the button, click the **Add Live Filters** button in the Property inspector (the plus sign next to Filters), and then select a bevel option from the pop-up menu:

- Bevel and Emboss > Inner Bevel
- Bevel and Emboss > Outer Bevel

6. Using the Property inspector, add color to the button. Using the Text tool, add text to the button.

These should match the color and font design of your page.

7. Switch to the Selection tool. Hold down **Shift**. Click on both the button and the text box to select both.
8. Select **Modify > Align > Center Vertical** to align the text with the vertical center of the button.
9. Select **Modify > Align > Center Horizontal** to align the text with the horizontal center of the button.

Later you will duplicate this first button to create the other buttons. If the text is centered, button labels with varying numbers of characters will all be well aligned.

10. Click the **Over** tab at the top of the Button Editor (**Figure 2**).

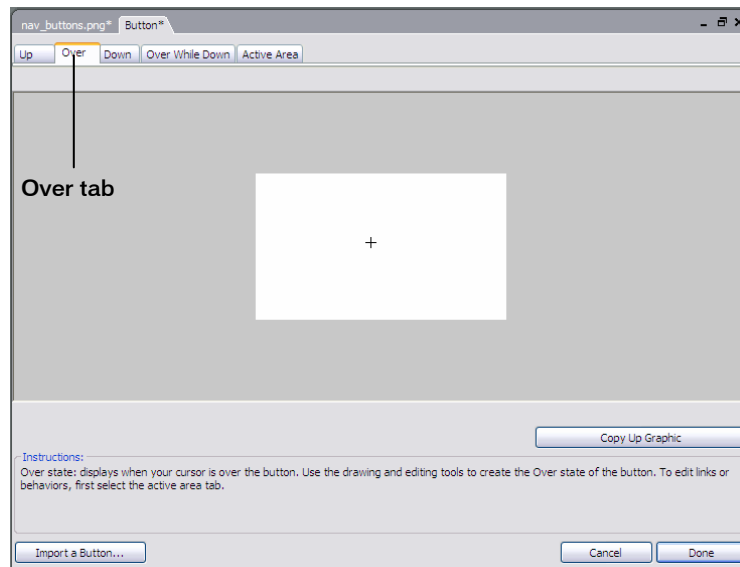


Figure 2 Over tab in Button Editor

11. Click **Copy Up Graphic** to copy the Up graphic to the Over button state (**Figure 3**).

This saves you time and helps keep the look of the button consistent.

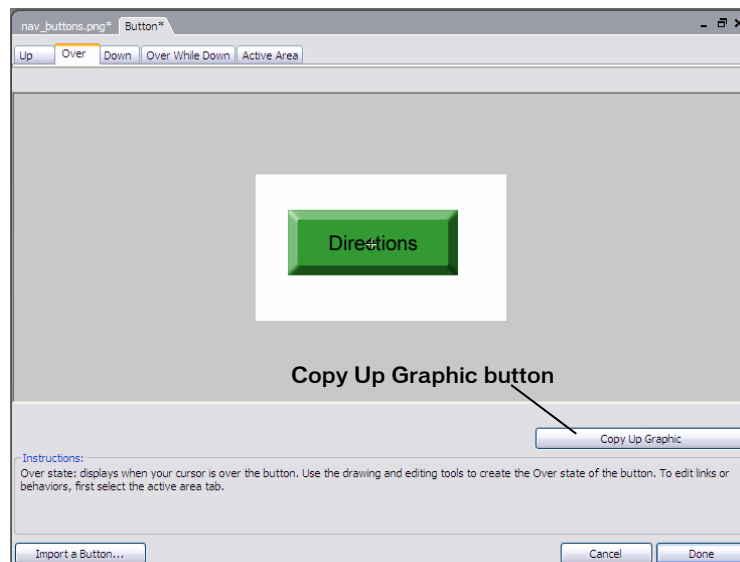


Figure 3 Copy Up Graphic button

12. Decide how you want the button to look when the pointer rolls over the button. Then change the copied graphic by modifying the color or effects of the text or the shape of the button.
13. Click the **Down** tab.

14. Click **Copy Over Graphic** to copy the Over graphic to this button state.
15. Decide how you want the button to look when visitors click the button. Add effects such as darkening the color. You can add a drop shadow to the shape by clicking **Add Filters** in the Property inspector, and then selecting **Shadow and Glow > Drop Shadow**.
16. For this project, skip the Over While Down state.
17. Click the **Active Area** tab.
The active area of the button is shown by green shading and red lines. This shading indicates the area visitors can click to activate the button.
18. To change the size of the active area, drag the red guides (Windows) or green shading (Macintosh) to extend or decrease the green shaded active area.
19. When you are satisfied with the states of your button in the Button Editor, click **Done**.
Your button appears on the Fireworks canvas.
20. Click the button to select it. In the Link text box in the Property inspector, enter the name of a web page to link it to this button (**Figure 4**).

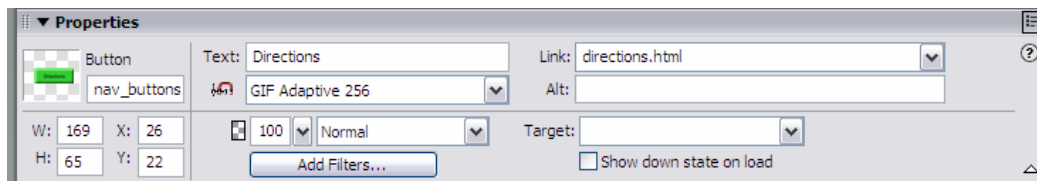


Figure 4 Web page in Link text box

21. In the Alt text box, enter an alternative text label (Alt tag) for the button.
Alternative text is displayed in place of the image when visitors elect not to display images in their browsers. Such text can also be voiced by screen readers for visitors who use them.
22. Select **Modify > Canvas > Fit Canvas** to fit the canvas to the size of your button.

Copy Buttons and Make the Navigation Bar

1. Change the size of the canvas to accommodate all the buttons on your navigation bar. Select **Modify > Canvas > Canvas Size** and edit the value for height or width in the Canvas Size dialog box.

If you have four buttons, for example, multiply the height or width of the first button by four (depending on whether your navigation bar is vertical or horizontal).

2. Select the first button. Move it to the top of the canvas. Select **Edit > Clone**.

A new instance of the button appears on top of the original button.

3. Drag the new button instance below the original button. You can also use the arrow keys to move the button.
4. Repeat steps 2 and 3 as many times as necessary to create the rest of your navigation bar (**Figure 5**).
5. Click the second button and use the Property inspector to edit it. In the text box labeled “Text,” change the text to the name of the second button. Edit the information in the Link text box and the Alt text box as appropriate for this button.
6. Repeat step 5 for the remaining buttons (**Figure 6**).
7. Fit the canvas to your navigation bar: Select **Modify > Canvas > Fit Canvas**.
8. Save the file.



Figure 5 Cloned buttons



Figure 6 Buttons with edited text labels

Export a Navigation Bar for Use in Dreamweaver

Fireworks enables you to save interactive graphics (a button, for instance) as HTML so you can import working buttons into a Dreamweaver document.

1. To export your navigation bar, choose **File > Export**.
The Export dialog box opens (**Figure 7**).
2. Navigate to the folder in your local root folder where you want to save the navigation bar.
3. Give the navigation bar file a short descriptive name.
4. Make sure the **HTML and Images** option is selected in the Save as type (Windows) or Save As (Macintosh) box.
5. Make sure the **Include areas without slices** option is selected.
6. Select the **Put images in subfolder** option.
7. Click **Export**.
8. Close Fireworks.

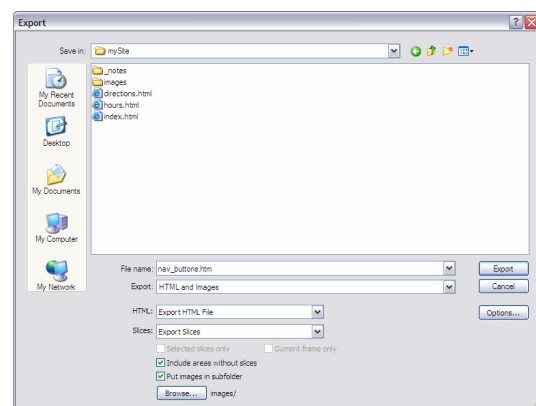


Figure 7 Export dialog box

Insert the Navigation Bar into a Dreamweaver Document

1. Start Dreamweaver.
2. Open the page in which you want to insert the navigation bar.
3. Position the insertion point where you want the navigation bar to appear.
4. In the **Common** category on the Insert bar, click the **Images** pop-up menu and select **Fireworks HTML**.

The Insert Fireworks HTML dialog box opens (**Figure 8**).

5. In the Insert Fireworks HTML dialog box, click the **Browse** button, and then locate and select your navigation bar HTML file. Click **Open**.
6. In the Insert Fireworks HTML dialog box, click **OK**.
The navigation bar appears on the page.
7. To edit a button, select the button and then use the Property inspector to change settings such as the link or alternative text.
8. Check that the link address and the alternative text label are correct for each button.
9. Select **File > Preview in Browser** and choose a browser from the submenu to test the buttons and their links in a browser (**Figure 9**).

10. Save the Dreamweaver document.

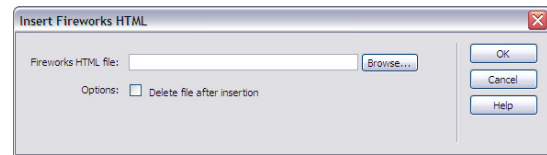


Figure 8 Fireworks HTML dialog box

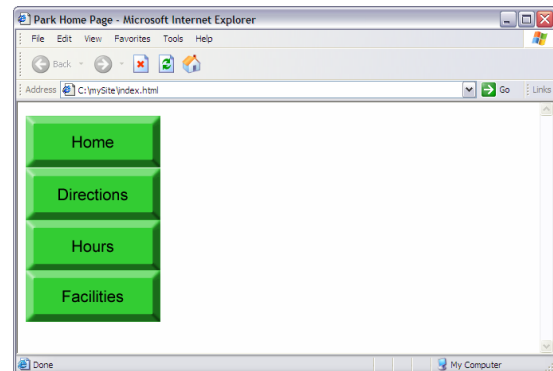


Figure 9 Page previewed in browser

How to Check Links

A key technical testing task is to check all the links. Macromedia Dreamweaver 8 enables you to do this automatically.

1. Start Dreamweaver.
2. Make sure your site is open.
3. On the menu bar, select **Site > Check Links Sitewide**.

The Link Checker tab displays all the broken links in the site (**Figure 1**).

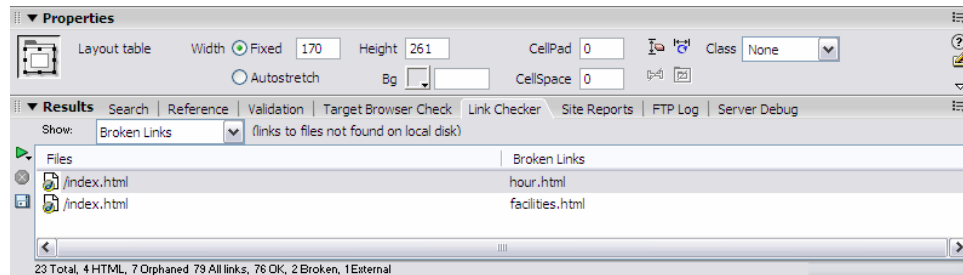


Figure 1 Link Checker tab

Note: Even though links are listed as broken, check them in the browser to confirm.

4. Fix the broken links and check the links again.

How to Publish Web Files

After you finish editing your documents, you need to publish them to your web server so the documents can be viewed.

Connecting to a Remote Site

Many websites let you publish files through FTP (File Transfer Protocol). You connect to a remote site by using the Site Definition dialog box in Macromedia Dreamweaver 8.

1. Select **Site > Manage Sites** from the menu bar.

The Manage Sites dialog box opens (**Figure 1**).

2. Select the name of the site you want to connect remotely, and click **Edit**.

The Site Definition dialog box opens.

3. Click the **Advanced** tab and select the **Remote Info** category in the Site Definition dialog box (**Figure 2**).
4. Select **FTP** in the Access menu.
5. Enter the FTP access information as directed by your teacher.
6. Click **Test** to test the connection.
Dreamweaver confirms the connection.
7. Click **OK**.

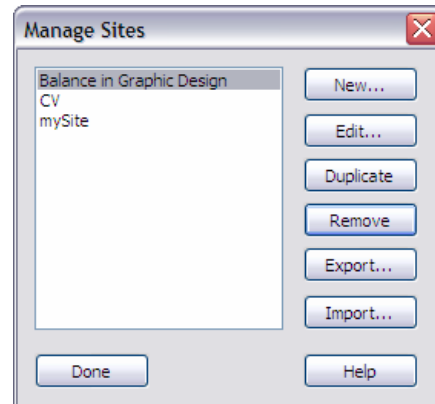


Figure 1 Manage Sites dialog box

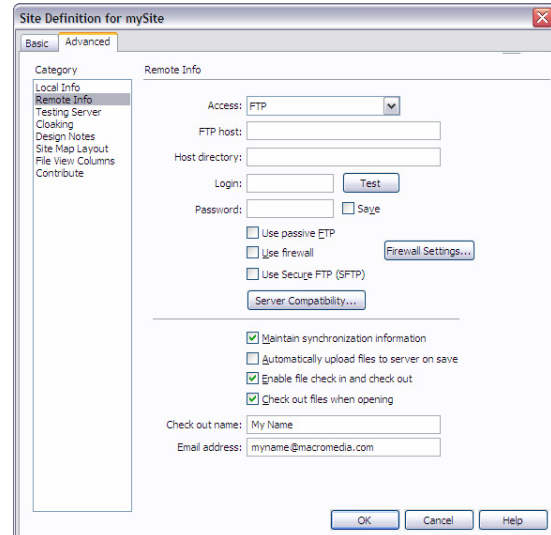


Figure 2 Site Definition dialog box

Uploading and Downloading Files

Once you establish an FTP connection, you can publish files directly from the Files panel.

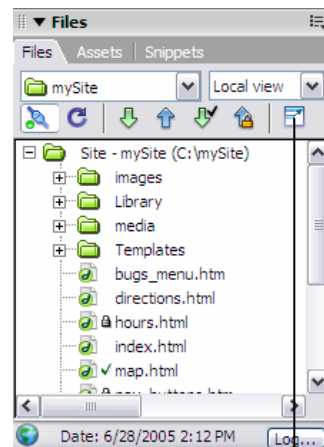
Uploading the entire site for the first time

1. Make sure the Files panel is open (**Figure 3**).
In Windows, it is docked at the right side of the screen. If the Files panel is not open, select **Window > Files**.
2. Click the **Expand/Collapse** button in the Files panel toolbar (**Figure 3**).
The Files panel expands (**Figure 4**).
3. Make sure the **Connects to Remote Host** button is active. (**Figure 4**).
Dreamweaver connects to the web server.
4. Select the root folder for your site in the Local (right) pane.
5. Click the **Put Files** button (the upward-pointing arrow).
Dreamweaver uploads the site's files and opens the Background File Activity dialog box (**Figure 5**).

Note: To upload one or more folders or files without uploading the entire site, select them and click the Put Files button.

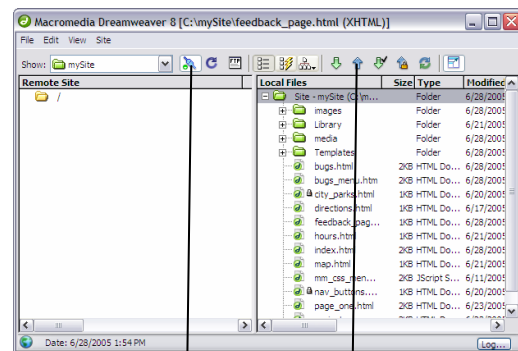
Uploading a revised version of an existing file

1. Select the file you have revised.
2. Click the **Put Files** button.
Dreamweaver uploads the revised file.



Expand/Collapse button

Figure 3 Files panel



Connects to Remote Host button Put button

Figure 4 Expanded Files panel

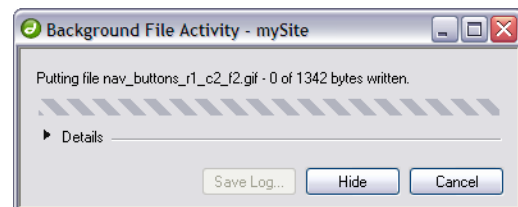


Figure 5 Background File Activity dialog box

Downloading files to work on them

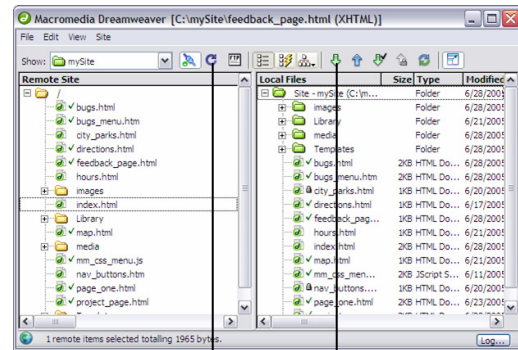
Once your website has been published, you will often want to download a file so you can revise it. You do so through the Remote Site pane, on the left side of the expanded Files panel.

1. Click the **Refresh** button (**Figure 6**) to make sure the files in the Remote Site pane are up-to-date.
2. Select a file to download.
3. Click the **Get Files** button (**Figure 6**).

If the file has any dependent files, the Dependent Files dialog box opens (**Figure 7**). *Dependent files* are files, such as images or Flash movies, incorporated into a web page. In most cases, you need to download these in order for a web page to appear correctly.

4. Click **Yes**.

Dreamweaver copies the file and its dependent files to your local folder. The file appears in the left pane of the expanded Files panel.



Refresh button Get button

Figure 6 Get button

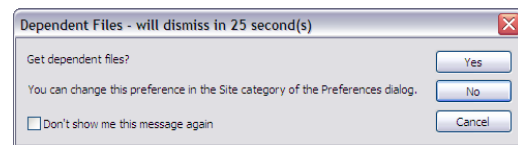


Figure 7 Dependent Files dialog box

Managing Files and Links by Using the Files Panel

You can organize and manage your site files and folders by using the Files panel. Use the Files panel to open, add, rename, or delete files and folders. Use the Files panel to modify links. The site map provides a graphic representation of your site files and links.

Opening Files

1. Make sure the Files panel is visible (**Figure 1**).
In Windows, it is docked at the right side of the screen. If the Files panel is not open, select **Window > Files**.
2. Select a file in the Files panel.
3. Press **Enter** (Windows) or **Return** (Macintosh) to open the file in Dreamweaver.

Note: If you have Check in/Check out enabled, Dreamweaver will check the file out before it opens the file. If another visitor has checked out the file, you will be unable to open it.

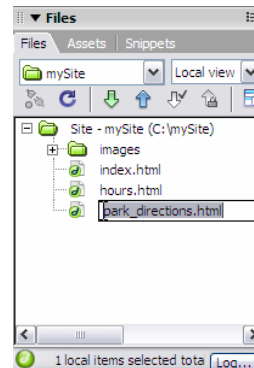


Figure 1 Files panel

Renaming Files

When you rename a file in the Files panel, Dreamweaver can automatically change links that point to this file. For this reason, it is always preferable to rename site files by using the Files panel instead of renaming them on your hard disk.

1. Do one of the following to select the name of a file or folder in the Files panel:
 - Click the name, pause, and then click again.
 - Right-click (Windows) or Control-click (Macintosh) the file or folder icon, and then select **Edit > Rename**.
2. Type the new name.
3. Press **Enter** (Windows) or **Return** (Macintosh).

If any site links point to the file or folder, the Update Files dialog box opens (**Figure 2**).

4. Click **Update** to change links that point to the renamed file or to a file in the renamed folder.

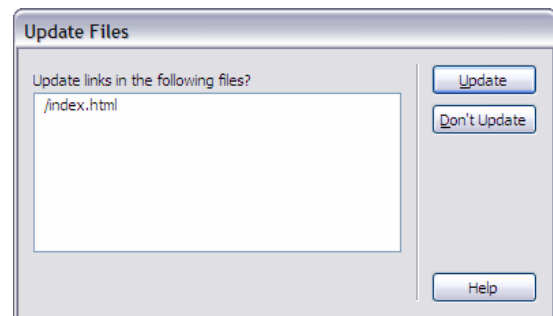


Figure 2 Update Files dialog box

Deleting Files

When you delete a file or folder, Dreamweaver will warn you if links point to the file or folder.

1. Click the file or folder in the Files panel you want to delete.
2. Press **Delete**.

If any site links point to the file or folder, the Delete Files warning opens (**Figure 3**), giving you the opportunity to change the links before you delete the file.

To delete the file anyway, click Yes. To cancel your request to delete the file, click No.

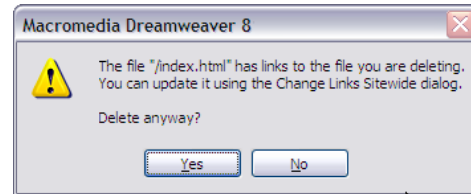


Figure 3 Delete files warning

Changing Links to a File

You can also change links to a file through the Files panel. It is a good idea to change links before you delete a file to which other files are linked.

1. Select a file in the Files panel.
2. Select **Site > Change Link Sitewide**.
3. In the Into Links To field, enter the name of the file to which new links should point.
4. Click **OK**.

The Update Files dialog box opens (**Figure 5**).

5. Click **Update**.

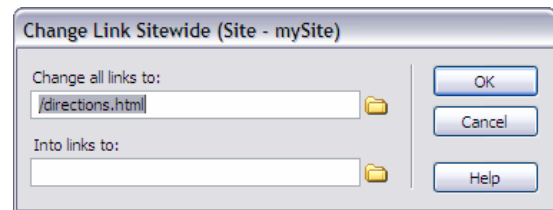


Figure 4 Change Links Sitewide dialog box

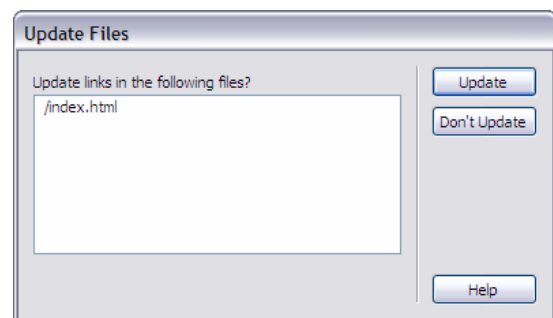


Figure 5 Update Files dialog box

Creating a New Folder

Use folders to keep your site well organized. For example, most websites use a folder named *images* to store all the images for the site.

1. Right-click (Windows) or Control-click (Macintosh) the site root folder.

A context menu appears.

2. Select **New Folder**.

The new folder appears as a subfolder of the root folder. The name of the folder should be highlighted (**Figure 6**).

3. Type a name for the folder.
4. Press **Enter** (Windows) or **Return** (Macintosh).

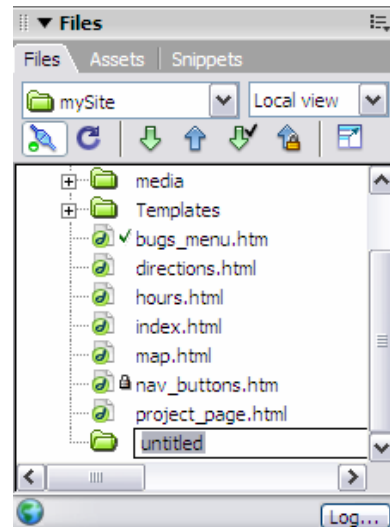


Figure 6 Naming a new folder

Using the Site Map

You can view a local folder for a Dreamweaver site as a visual map of linked icons, called a *site map*.

Setting a home page

To view a site map, you first need to set a home page for your site.

1. In the Files panel (Window > Files), select a site.
2. Right-click (Windows) or Control-click (Macintosh) the file you want to be the home page, such as *index.html* (Figure 7).

A context menu appears.

3. Select **Set as Home Page** in the context menu.

Viewing the site map

4. In the Files panel (Figure 7), select **Map View** in the Site View pop-up menu.

The Files panel switches from Local view to Map view (Figure 8).

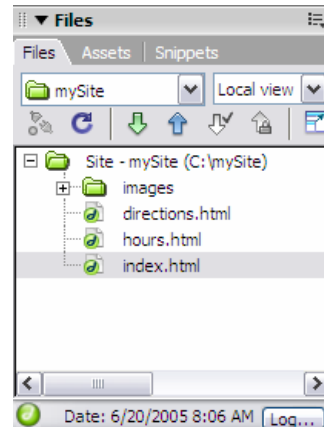


Figure 7 Files panel

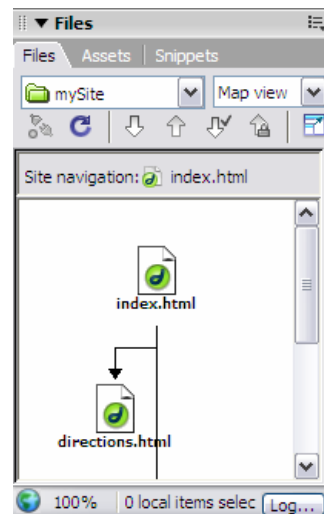


Figure 8 Map view

Expanding and Contracting the Files Panel

You can expand the Files panel to view sites in more detail. The expanded Files panel lets you view site files in two views at once, such as files on both remote and local servers or files in both list and site map views.

To expand the Files panel:

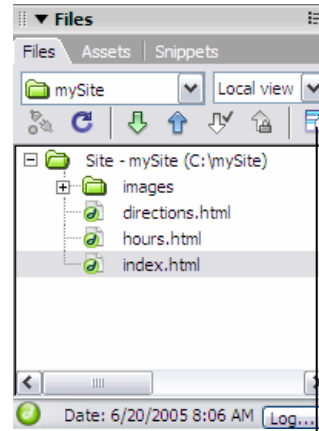
- In the Files panel (**Figure 9**), click the **Expand/Collapse** button in the toolbar.

The Files panel expands (**Figure 10**).

Note: If you click the Expand/Collapse button to expand the panel while it is docked, the panel maximizes so you cannot work in the Document window. To return to the Document window, click the Expand/Collapse button again to collapse the panel.

To collapse the Files panel:

- Click the **Expand/Collapse** button on the Files panel toolbar.



Expand/Collapse button

Figure 9 Files panel

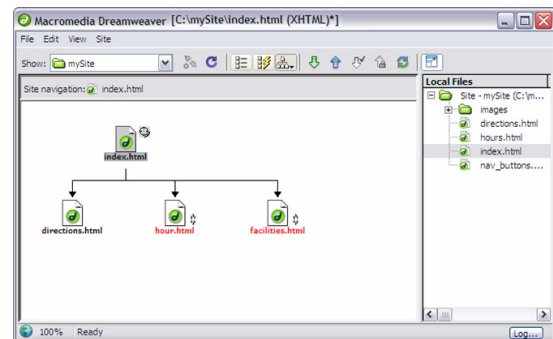


Figure 10 Expanded Files panel

HTML Tags

The following is a quick reference guide for common tags used in HTML pages.

Main Setup Tags for an HTML Document

```
<HTML>
  <HEAD>
    <TITLE>
    </TITLE>
  </HEAD>
  <BODY>
  </BODY>
</HTML>
```

<HTML> </HTML> encompasses all tags in an HTML document and defines it as an HTML document.

<HEAD> </HEAD> encompasses the title tag and contains document titles and authoring information for the document.

<TITLE> </TITLE> encompasses the title for the document.

<BODY> </BODY> encompasses all the tags that make up the document.

<BODY BGCOLOR = “*name of color*”> </BODY> encompasses all the tags that make up the document and gives the document a background color.

<BODY BACKGROUND = “*title of image*”> </BODY> encompasses all the tags that make up the document and gives the document a background image.

Main Formatting Tags for the Document

<H1> </H1> is a heading tag that creates the largest size text. The heading tag number can range from 1 to 6. Increasing the number makes the text smaller.

<P> </P> creates paragraphs.

**
 </BR>** creates a line break.

** ** bolds text.

** ** bolds text.

<I> </I> italicizes text.

<U> </U> underlines text.

<CENTER> </CENTER> centers text.

** ** changes the font color.

Links

**<A HREF> ** inserts a link.

Tables

<TABLE> </TABLE> creates a table. This pair of tags encompasses all the row and cell tags in the table.

<TR> </TR> creates the rows of a table. This pair of tags encompasses all the cell tags in the table.

<TD> </TD> creates a cell in a table.

Ordered Lists

** ** creates an ordered list. This pair of tags encompasses all the list tags for each item in the list.

** ** encompasses the list items.

Unordered Lists

** ** creates an unordered list. This pair of tags encompasses all the list tags for each item in the list.

** ** encompasses the list items.